

Effective 1 March 2003

Safety

Safety Program

For the Commander:

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Colonel, GS
Chief of Staff

Official:

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Chief, Information Officer

History. This regulation revises USAREC Reg 385-2, which is effective 1 March 2003.

Summary. This regulation provides uniform procedures and instructions for the management of essential safety program elements.

Contents (Listed by paragraph number)

- Purpose • 1
- References • 2
- Explanation of abbreviations • 3
- Scope • 4
- Policy • 5
- Responsibilities • 6
- Procedures • 7

Appendixes

- A. References
- B. Risk Management
- C. Collateral Duty Safety Officer or Safety Technician (GS-018/019-9) Responsibilities
- D. United States Army Recruiting Command Safety Staff Functions
- E. Ergonomics
- F. Accident Investigation, Reporting, Records, and Fatality Review Board
- G. Newcomers Safety and Occupational Health Briefing
- H. United States Army Recruiting Command's Accident Prevention Awards Program
- I. Fire Prevention and Protection
- J. Education Awareness and Training
- K. Motor Vehicle Accident Prevention
- L. Water Safety

Glossary

1. Purpose

This regulation provides uniform procedures and instructions for the management of essential safety program elements. Also, this regulation disseminates guidance for applying the policies, procedures, and information necessary to con-

Applicability. This regulation applies to all elements of this command.

Proponent and exception authority. The proponent of this regulation is the Office of the Chief of Staff. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the Command Safety Officer.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

duct the United States Army Recruiting Command (USAREC) Safety Program as outlined in AR 385-10.

2. References

Required and related publications and prescribed and referenced forms are listed at appendix A.

3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. Scope

The accident prevention fundamentals contained in this regulation are minimum requirements. Subordinate commanders will find it necessary to issue additional instructions and directives (local standing operating procedures (SOPs)) regarding the specific geographic locality and concerns which are distinct to their organizations.

5. Policy

The goal of USAREC's Safety Program is to reduce and keep to a minimum accidental personnel and monetary losses, thus providing more efficient utilization of resources towards the enhancement of recruitment mission success. All personnel are responsible for changing those attitudes and behaviors which lead to the unsafe acts and hazardous conditions that precede accidents. Any perilous situation should be reported immediately through the chain of command.

6. Responsibilities

a. The commander's role in accident prevention is an inherent responsibility of command. Although the commander may depend upon the

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCCS-SAF), 1307 3rd Avenue, Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Administration UPDATE. This regulation is also available on the USAREC Intranet Homepage at <http://home.usarec.army.mil>.

safety officer to identify accident potentials and management of the unit's safety program, he or she can never delegate their command responsibility. Commanders at all levels are responsible for the protection of personnel and equipment entrusted to their care and effective implementation of this regulation. The commander's officer evaluation report will reflect his or her safety program's goals and achievements in accordance with AR 385-10.

b. All recruiting battalion (Rctg Bn) commanders that preside over a safety program that have an increase of over 10 percent in moving vehicle accidents or hit while parked (HWP) for the fiscal year (FY) will provide corrective action documentation through the recruiting brigade (Rctg Bde) commander to the USAREC Safety Office to be forwarded for review by the USAREC Commanding General (CG). The memorandum is forwarded through the respective Rctg Bde commander to the USAREC Safety Office no later than the 20th of October annually.

c. Supervisors and decision makers at every level will employ risk management approaches to effectively preclude any unacceptable hazards within their area of responsibility (see app B for risk management). Additionally, supervisors and leaders who direct or affect the actions of others will:

(1) Be responsible for accident prevention to the same extent that they are responsible for production or services.

(2) Maintain a safe and healthy working environment.

(3) Be required to list at least one safety program objective and/or goal on their support form. This requirement is not limited to managers, supervisors, all military noncommissioned officers

*This regulation supersedes USAREC Regulation 385-2, 4 December 2000.

(NCOs) and officers, but is expected of all personnel within USAREC.

(4) Ensure that subordinates observe and practice appropriate safety and occupational health (S&OH) rules and regulations, including those of local specifications.

(5) Promptly evaluate and take action as required to correct unsafe practices and hazardous conditions as reported by individuals, identified through accident investigations, and/or safety inspections.

NOTE: Reprisal action against personnel who identify hazards, raise safety concerns, or engage in authorized S&OH activities will be prohibited. Violators will be subject to administrative or Uniform Code of Military Justice punishment.

d. Each individual is responsible for their actions and will be held accountable for any unsafe act observed or reported. Individual safety initiatives that contribute to overall safety goals of this command will be recognized appropriately.

e. Unit safety officers are the unit's designated safety representative and are responsible for the overall safety program management within their organizations as they are part of the commander's special staff. They are afforded direct access to the commander for safety purposes, not to be abused. They will monitor all aspects of the unit's loss prevention efforts, serve as safety liaison for the unit, and keep the commander informed on the status of the unit's safety posture. At Rctg Bde level a full-time safety officer in accordance with AR 385-10 will be utilized if at all possible. If unable to authorize, a collateral duty safety officer (CDSO) will be appointed with the understanding that commanders will make their safety duties a priority function. The key functions of the CDSO are outlined in appendix C.

f. USAREC's safety manager will exercise staff supervision over the command's accident prevention activities. Duties performed by this official will include the full range of safety program management responsibilities as prescribed in appendix D. The manager will have unimpeded access to the commander for safety issues.

g. Rctg Bdes and Rctg Bns that have installation support agreements (ISAs) for safety services must ensure that all aspects of requirements contained in Department of the Army (DA) safety and USAREC safety regulations are met and are reviewed by the brigade judge advocate (BJA). It is the responsibility of Rctg Bdes and Rctg Bns to continually review their ISAs to determine what programs are supported and to what extent. Functional areas not specifically mentioned and included in an ISA remain the responsibility of the Rctg Bde or Rctg Bn commander. Activities that have an ISA which include safety program functions will provide a copy of the ISA to the BJA and the Command Safety Office. Copy of ISA changes, updates, and revisions must also be provided.

7. Procedures

The concept of operations for administering the USAREC Safety Program will be through a five-step management process. The fundamental application of this process is detailed as follows:

a. Information collection. This regulation is designed to meet the guidance and requirements listed in the AR 385 safety series publications (see app A). Unit safety representatives will also focus on a comprehensive hazard identification approach which includes:

(1) Rctg Bn safety program evaluations. Conducted at least annually during Rctg Bde Command Inspection Program or USAREC Inspector General evaluations. The Rctg Bde safety inspector or officer will be school-trained in accordance with AR 385-10 and conduct the evaluation. Copy of inspection findings along with response of corrected actions taken will be forwarded in 30 days by the evaluated Army Medical Department detachment, recruiting company (Rctg Co), Rctg Bn, or Rctg Bde to the Command Safety Office at Headquarters, United States Army Recruiting Command (HQ USAREC) (RCCS-SAF), 1307 3rd Avenue, Fort Knox, KY 40121-2726. Documented findings and corrected actions will be recorded on USAREC Form 557 (Safety Checklist) (fig 1). Completed USAREC Forms 557 will be maintained on file for a 2-year period.

(2) Facilities evaluations. In conjunction with operational visits, Rctg Co commanders or their designated representatives will conduct S&OH assessments at each recruiting station (RS). The focus of these assessments should be to identify the potential for accidental loss of property, prevention of personal injuries, and to ensure compliance with Army and local S&OH directives. Commanders will ensure that appropriate corrective action is taken to abate any hazardous (or potentially hazardous) situation as identified through these evaluations. Risk assessment code (RAC) 1 and RAC 2 coded items will be abated in accordance with AR 385-10 standards. Use USAREC Form 1238 (Facility Hazard Inspection Checklist) (see fig 2) for yearly facility checks and maintain on file for 2 years. Ensure RAC is placed on all inspected items.

(3) Standard Army Safety and Occupational Health Inspections (SASOHI). HQ USAREC safety personnel will perform SASOHI when directed by the USAREC CG or his or her designated representative. SASOHI will serve to validate unit safety program regulatory compliance and examine systemic S&OH problems. The inspector may perform technical evaluations of USAREC-occupied facilities, and provide staff assistance in accordance with AR 385-10. Findings and recommendations will be provided to the inspected unit at the conclusion of the assessment visit. The inspection will include a look at ergonomics conditions and requirements as they pertain to the Army Ergonomics Program (see app E). A copy will be forwarded to the USAREC CG or his or her representative within 10 days of return.

(4) Accident reports. There are two main reasons for reporting Army accidents and incidents: First, to notify higher echelons of command that a mishap of a stated proportion has occurred; and second, to record essential information that will identify causes, signify trends, and provide a basis for the development of accident countermeasures. Accident reporting procedures are detailed in appendix F.

(5) Additional sources of information. Commanders and unit safety representatives will seek and monitor the following other sources of information to help determine the safety posture of their unit:

(a) Reports of survey (accidental property loss).

(b) Serious incident and/or information reports (accident-related).

(c) Work orders and purchase requests (safety-related).

(d) Hospital admissions and disposition reports (off-duty related accidents and injuries).

(e) DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) (see fig G-1).

(f) Higher headquarters correspondence (memorandums, safety bulletins, and publications updates).

b. Accident analysis process.

(1) Commanders at each level will evaluate the effectiveness of their safety program by monitoring whether their unit's accident record is improving or retrogressing. Data obtained from the information collection process may help to transform haphazard, costly, and ineffective performance and/or procedures into an effective safety program. Everyone should relate the potential for accidental losses and its impact on success, such as personnel injuries that contribute to lost man-hours, vehicle shortages due to Government-owned vehicle (GOV) accidents, and damage cost as related to budget constraints. When at all possible, commanders will hire and appoint a full-time S&OH technician at Rctg Bde level.

(2) Statistics and accident tabulation. Statistical information and accident tabulation is derived from the various accident reports forwarded to the USAREC Safety Office. This information may classify and reveal significant data for a simple and quick determination of key accident causation factors which should be targeted for loss prevention countermeasures. Rctg Bdes and Rctg Bns are to ensure that timely and accurate reports are submitted to facilitate reliable review and analysis. The USAREC Safety Office will provide the following accident analysis and summary reports:

(3) Quarterly recapitulation reports will be provided to each Rctg Bde including a by Rctg Bn breakdown of the total number of all accidents reported (vehicle and personnel injuries). These quarterly summaries will include information regarding recordable versus nonrecordable accidents and causation determination. Additionally, monetary factors as related to repair or replacement cost and lost workdays will be pro-

vided in the report.

c. Countermeasures process. All unit leadership should continuously monitor the countermeasures process. The strength of this concept element will be through safety training and motivational awareness. Commanders and unit safety representatives must ensure that accident preventive countermeasures are mission-supportive, cost-effective, and well-targeted. The following countermeasures are key elements in maintaining those safe practices which are consistent with mission success.

(1) New arrivals briefing. Commanders will ensure a safety briefing is given to all newly assigned personnel (military and civilian) within 72 hours of inprocessing into the unit and prior to operating GOVs and privately-owned vehicles (POVs) regarding their responsibility in safety and accident prevention (see app G).

(2) Safety awareness and promotional campaigns. USAREC activities are encouraged to heighten safety conscientiousness within their areas of responsibility via reading files, bulletin board notices, safety briefings, informal safety talks, awards recognition, and official command publications.

(3) Safety awards. USAREC safety initiatives will be targeted to enhance the overall command safety efforts. Safety awards should provide the recognition of both unit and individual achievements toward accident prevention. Criterion for the various types of awards available is addressed in appendix H.

(4) Fire prevention. Commanders at all levels will establish carefully planned fire prevention initiatives that are tailored to those facilities and vehicles in which their personnel occupy or use. Measures for an effective and meaningful fire prevention program are detailed in appendix I.

(5) Safety education and training. Learning is the process by which behavior is activated or changed. Education and training are the most effective means for developing a good behavior based safety attitude. As compared to eliminating and guarding against hazards via engineering controls or enforcement, safety education is often a long, slow procedure and sometimes the results are hard to realize; nevertheless, it is one key area which gives the most durable and long-lasting results. The USAREC safety indoctrination process will be through specialized training for unit safety representatives, collective unit training, seasonal safety campaigns, command emphasis, and driver's safety awareness. Specific requirements for this process are defined in appendix J.

(6) Motor vehicle accident prevention. Commanders at all levels will ensure that procedures are prescribed for the safe operation of GOVs and POVs (see app K).

(7) Commanders and supervisors at all levels will also address water safety. It is the responsibility of commanders to ensure individuals integrate safety into all recreational activities that individuals may participate in (see app L).

d. Program implementation. This aspect of

the five-step safety managerial process (risk management) is where the fundamentals of steps one through three are put into action. Commanders must foster a team approach in order to reap the full benefits of safety and elude costly accidents. Commanders at each level will outline safety requirements unique to their respective commands through local SOPs. As a minimum, the SOP should include the following instructions and guidance:

(1) Refresher or remedial driver's training.

(2) GOV operator's responsibility.

(3) Safety awareness and promotional initiatives.

(4) Fire prevention and protection.

(5) Safety education and training process. (To include the integration of safety into annual training conferences.)

(6) Class A (fatality) and B (permanent disability) preaccident plan.

(7) Mandatory removal of driving privileges in more than two at-fault accidents in GOVs while assigned to USAREC.

e. Enforcement process. The strength of the command's safety program will be through the caring leadership of commanders and decision makers at all levels. Most accidents occur as a result of an individual's failure to comply with promulgated standards and procedures. Many commanders are reluctant to impose corrective action on personnel involved in an accident. When safety directives are not issued and enforced, responsible personnel are tacitly condoning conduct that leads to preventable accidents. When standards are not enforced, a new standard is created. Normally, corrective action is not for having the accident; but when warranted, it is for the violation of an order or procedure that was affected to prevent just such an accident. Remember this! Accidents result from an unforeseen chain of events which can lead to injuries, death, property damage, and/or mission failure (or the potential thereof). Strict enforcement of this regulation, backed by prompt action of the chain of command, is necessary. When leaders are perceptive to the unforeseen accidental chain of events, we not only take care of those who are entrusted to our care, but we enhance our mission of "Providing the Strength." (Accident investigation data and investigator duties are kept separate and not used or combined with any line of duty investigations or reports of survey. Any area of duties that can bias either the safety investigation or the line of duty or survey investigations is to be avoided.)

SAFETY CHECKLIST (For use of this form see USAREC Reg 385-2)		
Place Inspected: Sample Rctg Bn	Date: 22 Nov 03	
	YES	NO
1. Safety Management:		
a. Has the commander appointed, on orders, a safety officer (O-1 or above or GS-07 civilian) and NCO (E-6 or above) to administer the unit safety program? (AR 385-10 and USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are all appropriate safety regulations on hand to include, but not limited to, AR 385-10, AR 385-40, AR 385-55, AR 420-90, AR 672-74, AR 600-8-22, and USAREC Reg 385-2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Has the commander established local standing operating procedures (SOPs)? (AR 385-10 and USAREC Reg 385-2.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Do all unit personnel receive a safety and occupational health briefing within 72 hours upon arrival to the organization or before assignment and operation of a GOV? (AR 385-10 and USAREC Reg 385-2.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Does the unit conduct safety briefings and training? Documented by training schedule or roster? (USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Are posters and operational warning signs used to motivate safe behavior via safety bulletin boards? (USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Have unit safety representatives attended a local unit safety officer management course and/or been trained by the Command Safety Staff? Assistance visit requested? (AR 385-10 and USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Is seasonal safety training conducted in accordance with USAREC Reg 385-2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Accident Reporting and Records:		
a. Has the commander included Class A or B preaccident directives in the unit's safety SOP? (AR 385-40 and USAREC Reg 385-2.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Are all recordable accidents reported and processed to the Command Safety Office, and copies maintained at the recruiting battalion and recruiting brigade? (AR 385-40.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Is DA Form 285 (U.S. Army Accident Report) and DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report (AGAR)) being safeguarded from use in reports of survey, line-of-duty investigations, evaluation boards, etc.? (AR 385-40.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Are photocopies of DOL Form CA 1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) for USAREC Department of the Army civilians injured on the job (other than Government vehicle injury) sent to the Command Safety Office? (USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Does the unit safety officer and NCO monitor the unit's accident record to identify trends and accidental causation factors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Are accident countermeasures developed to reduce the accidental trends and at-fault GOV accidents experienced by the unit? (USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Motor Vehicle Accident Prevention:		
a. Do all operators of GOVs possess a valid state driver's license? (AR 385-55.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Is required training (refresher and remedial courses) being conducted? (USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Have procedures been established to identify and counsel personnel who have had preventable accidents or committed major traffic offenses? (AR 385-55.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Is the use of seat belts for vehicle operators and passengers enforced? (AR 385-55.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Is the use of headlights enforced for all USAREC personnel operating	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Is DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) being maintained in accordance with FM 55-30 and AR 600-55? Are traffic violations and accidents noted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 1. Sample of a completed USAREC Form 557

	YES	NO
g. Does each vehicle have a USAREC-approved highway warning kit, fire extinguisher, first aid kit, and USAREC Form 1144 (Risk Management Card)? (AR 385-55.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Is winter driving training conducted and documented? (AR 600-55 and USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Do commanders take administrative action for irresponsible and reckless drivers (suspension or revoke)? (AR 190-5.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Does the unit conduct driving while impaired (DWI) prevention and seat belt education and awareness campaigns (briefings and/or video tapes)? (AR 385-55.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. Are unit holiday privately-owned vehicle inspections being done and records being kept on file according to USAREC Reg 385-2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Safety Awards:		
a. Is a safety awards program in effect? (AR 672-74, AR 600-8-22, and USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are safety awards presented in accordance with appropriate regulations? (AR 672-74, AR 600-8-22, and USAREC Reg 385-2.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Facility Safety:		
a. Electrical checklist:		
(1) Are cords and plugs in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Are light bulbs clear of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(3) Is electrical equipment in good working condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(4) Are electrical switches, switch panels, and control boxes accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Fire emergency checklist:		
(1) Does each facility have a fire extinguisher and personnel trained in the proper use of the fire extinguisher? (AR 420-90.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Does each facility have a designated fire warden? (AR 420-90 and USAREC Reg 385-2.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3) Are fire department and emergency telephone numbers posted on or within sight of each telephone when 911 is not available? (29 CFR 1910.165.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Office safety and housekeeping:		
(1) Are aisles, doorways, and exits free of obstructions? (25 CFR 1910.22 and 1910.36.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Are all exits properly marked and adequately lighted? (29 CFR 1910.37.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(3) Are the areas around heat sources clear of debris? (29 CFR 1910.38.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(4) Are cords in walkways covered by runners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(5) Is furniture in safe condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(6) Are stools and ladders sturdy? (29 CFR 1910.25.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(7) Are flammable materials properly stored? (29 CFR 1910.106.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(8) Are personnel familiar with basic first aid procedures? (29 CFR 1910.151.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(9) Do personnel know who to call in case of an emergency? (29 CFR 1910.151.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(10) Are "No Smoking" signs properly posted and clearly visible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(11) Are smoking restrictions strictly enforced?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(12) Are all areas consistent with CFR 1910.141 housekeeping?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

USAREC Form 557, Rev 1 Feb 2002 (Reverse)

Figure 1. Sample of a completed USAREC Form 557 (Continued)

FACILITY HAZARD INSPECTION CHECKLIST (For use of this form see USAREC Reg 385-2)				
SECTION I - GENERAL INFORMATION				
1. UNIT AND RSID OF FACILITY INSPECTED: New York City Rctg Bn 1G	2. NAME AND TITLE OF INSPECTOR: Sheryl Phillips	3. TELEPHONE: (502) 626-0000	4. DATE: 13 Feb 03	
SECTION II - POWER CORDS AND FLEX CORDS				
Equipment in the facility met requirements as follows:	RAC	Date	Date Abated	Comments
1. Power cords have all prongs to include the ground and are not frayed.		13 Feb 03		
2. Power cords (extension type) are not used as permanent wiring (more than 30 days).	3	13 Feb 03		Power cords taped to wall (60 days).
3. Power cords are not run under carpets; pinched below furniture; nailed, mounted, taped to walls; or placed above false ceilings (to include surge protectors).		13 Feb 03		
4. No multi- or single-plug power tap (breaker type power cord) will be longer than 4 feet in total length.		13 Feb 03		
SECTION III - EMERGENCY ITEMS				
1. Fire extinguisher has been inspected per regulatory requirements and at least annually (must be tagged for verification).	3	13 Feb 03		Rm 117, Rm 308, main hallway, expired or missing inspection tag.
2. Fire extinguishers must be mounted and secured.	2	13 Feb 03		Fire extinguishers sitting on floor.
3. Emergency lights work. Push test button monthly and record.		13 Feb 03		
4. A fire marshal is appointed on orders for the facility and understands the responsibilities therein.	2	13 Feb 03		Last one appointed PCS'd.
5. No candles are to be burned within any Government facility. Any candles that have burned wicks will be removed from the premises on the spot and the offending employee will receive training on fire safety in the workplace. Only candles without the wicks burned are allowed in facilities for decorative purposes.	1	13 Feb 03		Found candle burning in Admin Rm 110. Removed on the spot.
6. Exit doors will be clearly marked and not blocked or locked as to allow immediate egress when the building is occupied.		13 Feb 03		
7. Commanders must ensure fire and severe weather drills are conducted at least annually and maintained on file.		13 Feb 03		
8. No items shall be placed or stored within 18 inches of the lowest part of a sprinkler in a building equipped with a sprinkler system.		13 Feb 03		
9. Dual-occupancy buildings that allow individuals to reside on the premises that is considered a Government-owned building will be inspected by the commander to ensure the building is a safe and healthful location. Inspection should be conducted no less than annually.		13 Feb 03		
10. Check for smoking within the building storage areas and entrance ways. (Public law restricts smoking within 50 feet of an entrance in Federal-leased or -owned buildings.)		13 Feb 03		

USAREC Form 1238, 1 Mar 2003

V1.00

Figure 2. Sample of a completed USAREC Form 1238

SECTION III - EMERGENCY ITEMS <i>(continued)</i>				
Equipment in the facility met requirements as follows:	RAC	Date	Date Abated	Comments
11. Does the Rctg Bn safety officer conduct a walk through inspection at least annually at all Rctg Bn facilities in accordance with AR 385-10, The Army Safety Program? (Records will be maintained 2 years.)	3	13 Feb 03		None recorded in last 2 years.
SECTION IV - COFFEE MAKERS, TOASTERS, AND GRILLS				
1. Coffee makers are the industrial bunn type with three-prong plug and meet local fire marshal guidance. Personal coffee makers are not authorized.		13 Feb 03		
2. Toasters and toaster ovens are not authorized in USAREC facilities.	2	13 Feb 03		Toaster found in Rm 117 and removed.
3. Grills are not allowed in Government-owned or -leased buildings, electric or otherwise.		13 Feb 03		
4. All electronic kitchen and break area equipment will be grounded per manufacturer's and regulatory guidance.		13 Feb 03		
5. Kitchens will have ground fault interrupter (GFI) outlets for all appliances.	3	13 Feb 03		No GFI plugs or breakers installed.
SECTION V - HAZARDOUS LIQUIDS STORAGE				
1. All chemicals will be stored by the National Fire Protection Agency (NFPA) regulatory guidance.		13 Feb 03		
2. All flammables and combustibles must be stored in lockable storage cabinets designed specifically for fire rated chemicals. (Only for amounts in excess of 12 ounces.)	1	13 Feb 03		Open containers of highly flammables were found in storage along with rags.
3. All chemicals stored in amounts of more than 12 ounces collectively must have a material safety data sheet on site in case of emergency. (Request from supplier or manufacturer.)		13 Feb 03		
4. Gasoline or kerosene will under no circumstances be stored inside a building unless in an approved flammable or combustible storage cabinet and an approved gasoline safety can.		13 Feb 03		
SECTION VI - HEATERS				
1. Under no circumstances will electric heaters be used unless expressed written permission is granted by the governing authority, usually the local fire marshal.		13 Feb 03		
2. There will be no exception for the restricted use of kerosene, gasoline, or any other gas-fueled heaters. They are strictly forbidden in any Government-owned or -leased building.		13 Feb 03		
SECTION VII - ENVIRONMENTAL HEALTH IN THE WORKPLACE				
1. Is there any sign of mold damage? If there is the USAREC Safety Office will be notified and forwarded a summary and pictures as to the extent and the exposure of employees.	1	13 Feb 03		Pipes sweating and improperly wrapped causing blackish mold on ceiling tiles and walls.
2. Are filters in heating, ventilation, and air conditioning (HVAC) systems being changed regularly? Records will be kept to discern how frequently they are changed.		13 Feb 03		
3. Is the facility carpet clean and unstained? Once carpet has had mold in and on it (6 square feet or more), commanders are to ensure it is replaced.	3	13 Feb 03		Needs to be replaced, wet and moldy.
4. Wall HVAC systems have drains that are working properly to remove condensation. (Dehumidifiers are authorized to control moisture between the level 40 to 60 degrees relative humidity.)		13 Feb 03		

Figure 2. Sample of a completed USAREC Form 1238 (Continued)

SECTION VII - ENVIRONMENTAL HEALTH IN THE WORKPLACE (continued)				
Equipment in the facility met requirements as follows:	RAC	Date	Date Abated	Comments
5. Are break area trash receptacles being emptied daily or do they have tight fitting lids if not emptied daily?	4	13 Feb 03		Has not been emptied in 2 days.
6. Are break area refrigerators clean and old foods disposed of?		13 Feb 03		
7. Is there a rodent or insect problem in the facility?		13 Feb 03		
8. Hot plates, coffee cup warmers, and electric grillers are not allowed in Government buildings.	2	13 Feb 03		Coffee cup warmer found in Rm 220 and removed.
9. Only bunn type industrial coffee makers with ground plug are allowed in facilities. (Commanders have funds for special purchase items like these.)		13 Feb 03		
10. Fans are to be unplugged when office is unoccupied.		13 Feb 03		
SECTION VIII - LATRINES				
1. Latrines will have hot and cold running water.		13 Feb 03		
2. Latrines will have soap provided for employees. (Antibacterial is not preferred due to new studies that advise against it.)		13 Feb 03		
3. Doors of latrines will be clearly marked as to male or female. No unisex (male and female) latrines are allowed. Locks will be provided that are controlled from within the facility.		13 Feb 03		
4. There will be a latrine with at least one toilet seat and sink for every fifteen persons in the facility (CFR 29, 1910.141(c)).		13 Feb 03		
5. Latrines are to be kept clean, pest and insect free, and odor free.		13 Feb 03		
6. Latrines will have lighting equal to or above 10-foot candles.		13 Feb 03		
7. Sectioned hand towels, hand air dryers, and/or paper towels will be provided.		13 Feb 03		
8. When showers are available and maintained, appropriate body soap will be made available.		13 Feb 03		
9. Latrines will be maintained in a sanitary condition.	3	13 Feb 03		Need to be cleaned.
10. Latrines will have GFI outlets, no exceptions.	2	13 Feb 03		No GFI outlets.
11. Waste containers will be emptied daily.		13 Feb 03		
SECTION IX - FACILITY SAFETY MANAGEMENT				
1. Have work orders been submitted for facility maintenance issues?		13 Feb 03		
2. Are the facility safety inspection records maintained for no less than 2 years onsite?		13 Feb 03		
3. Are there any outstanding safety issues unresolved for more than 30 days? Is there an abatement plan in place for them if RAC 1 or 2?		13 Feb 03		
4. Is parking adequate? Is the facility parking situation helping or hurting Government-owned vehicle hit-while-parked rates?		13 Feb 03		

Figure 2. Sample of a completed USAREC Form 1238 (Continued)

SECTION IX - FACILITY SAFETY MANAGEMENT <i>(continued)</i>				
Equipment in the facility met requirements as follows:	RAC	Date	Date Abated	Comments
5. Is facility physical security adequate?		13 Feb 03		
6. Is local crime a safety or health hazard?		13 Feb 03		
7. Is there a weekly or monthly 15-minute safety brief in place?		13 Feb 03		
8. Is there a sign-in roster maintained on file for those attending the briefing?		13 Feb 03		
9. Are HRAP members receiving a safety inbrief? Should be on record.		13 Feb 03		
SECTION X - ELECTRICAL BREAKER BOXES AND RECEPTACLES				
1. Does the panel door function and close correctly?		13 Feb 03		
2. Do breaker slots have no openings unguarded to the main bus?		13 Feb 03		
3. Are boxes and breakers in good shape showing no sign of corrosion?	1	13 Feb 03		Upstairs latrine closet highly corroded, locked door to limit access and placed emergency work order.
4. Are all breakers clearly and accurately marked?		13 Feb 03		
5. Is the breaker box not within 3 feet of any moisture?		13 Feb 03		
6. Onsite kitchens, latrines, and outside electrical receptacles will use ground fault interrupter (GFCI) type plugs or breakers.		13 Feb 03		
7. Nothing will be stored within 6 feet of any electrical breaker panels or high voltage boxes.		13 Feb 03		
8. All electrical outlets will have a serviceable cover in place.		13 Feb 03		
9. All outdoor receptacles used by personnel will be the GFI type.		13 Feb 03		
SECTION XI - HOUSEKEEPING				
1. General housekeeping should be neat, clean, and orderly as not to create health and general hazards.		13 Feb 03		
2. Is garbage emptied daily?		13 Feb 03		
3. Electric potpourri pots are not authorized for use in Government facilities.	2	13 Feb 03		One found running after the employee left for the day.
SECTION XII - SAFETY POSTINGS				
1. Are Department of Labor posters posted as public law requires?	4	13 Feb 03		Missing posters.
2. Are safety policies posted?	4	13 Feb 03		All are outdated.
3. Are copies of AR 385-10, The Army Safety Program; AR 385-40, Accident Reporting and Records; AR 385-55, Prevention of Motor Vehicle Accidents; and USAREC Reg 385-2, Safety Program, available at the facility? (Electronic versions on disk are acceptable.)		13 Feb 03		

Figure 2. Sample of a completed USAREC Form 1238 (Continued)

Appendix A References

Section I Required Publications

AR 40-5

Preventive Medicine. (Cited in para E-1.)

AR 385-10

The Army Safety Program. (Cited in paras 1, 6a, 6e, 7a(1), 7a(2), 7a(3), C-1, C-2c, C-2f, C-2g, D-1, D-2c, E-1, E-8f, H-5b, and H-5c.)

AR 385-40

Accident Reporting and Records. (Cited in paras D-2h, F-1, F-3b, F-3d, and F-4a.)

AR 385-55

Prevention of Motor Vehicle Accidents. (Cited in paras K-2b, K-5c, and K-6a.)

AR 600-8-22

Military Awards. (Cited in paras H-4a and H-5c.)

AR 672-20

Incentive Awards. (Cited in para H-5c.)

DA Pam 40-21

Ergonomics Program. (Cited in para E-8f.)

DA Pam 385-40

Army Accident Investigation and Reporting. (Cited in paras F-1 and F-4c(6)(b).)

DODI 6055.1

DOD Safety and Occupational Health (SOH) Program. (Cited in para E-3b(2).)

FM 100-14

Risk Management. (Cited in para B-5.)

FM 101-5

Staff Organization and Operation. (Cited in para B-5.)

HQDA Ltr 40-02-1

Army Ergonomics Program. (Cited in paras E-1 and E-3b(3).)

USAREC Reg 56-1

Management of Government-Owned Vehicles. (Cited in para K-2b.)

USAREC Pam 385-2

Motorcycle Safety. (Cited in para K-5d.)

Section II

Related Publications

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

AR 190-5

Motor Vehicle Traffic Supervision.

AR 385-63

Policies and Procedures for Ammunition for Train-

ing, Target Practice, and Combat.

AR 385-64

US Army Explosives Safety Program.

AR 420-90

Fire and Emergency Services.

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).

AR 672-74

Army Accident Prevention Awards Program.

DA Memo 385-3

HQDA MACOM Safety Program.

DA Pam 385-1

Small Unit Safety Officer/NCO Guide.

DA Pam 385-5

Fundamentals of Safety in Army Sports and Recreation.

DODI 6055.4

DOD Traffic Safety Program.

FM 55-30

Army Motor Transport Units and Operations.

UCMJ

Uniform Code of Military Justice.

USAREC Reg 1-21

Inspections.

USAREC Reg 405-1

Facility Management.

Section III

Prescribed Forms

USAREC Form 557

Safety Checklist. (Prescribed in para 7a(1).)

USAREC Form 672

Accident Telephonic Notification Report. (Prescribed in paras F-3e(1) through (4) and F-6b(3).)

USAREC Form 1144

Risk Management Card. (Prescribed in paras B-2, J-4f, and K-3b.)

USAREC Form 1176

POV Inspection Checklist. (Prescribed in paras K-4a, K-4d, and K-6a.)

USAREC Form 1206

Accident Summary Report and Log. (Prescribed in paras F-5a and F-6d.)

USAREC Form 1238

Facility Hazard Inspection Checklist. (Prescribed in para 7a(2).)

USAREC Form 1239

Personal Injury Report. (Prescribed in paras F-

6e, F-6g, and F-6h.)

USAREC Label 18

Drive With Low Beam Lights On. (Prescribed in para K-3a.)

Section IV

Referenced Forms

DA Form 285

U.S. Army Accident Report.

DA Form 285-AB-R

U.S. Army Abbreviated Ground Accident Report (AGAR).

DA Form 348

Equipment Operator's Qualification Record (Except Aircraft).

DA Form 1118

Certificate of Merit for Safety.

DA Form 1119

Certificate of Achievement in Safety.

DA Form 1119-1

Certificate of Achievement in Safety.

DA Form 2442

Certificate of Achievement.

DA Form 4755

Employee Report of Alleged Unsafe or Unhealthy Working Conditions.

DOL Form CA 1

Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

DOL Form CA 2

Notice of Occupational Disease and Claim for Compensation.

DOL Form CA 3

Report of Termination of Disability and/or Payment.

DOL Form CA 16

Authorization for Examination and/or Treatment.

HQ USAREC Form 1920

Accident Avoidance Course Certification Card.

SF 91

Motor Vehicle Accident Report.

Appendix B

Risk Management

B-1. General

The Chief of Staff of the Army has approved the Risk Management Program for use throughout the Army. The purpose of this appendix is to ensure all personnel within USAREC are trained in the five-step risk management process. Risk management is the process of identifying, assessing, and controlling hazards arising from operational factors and making decisions that balance the risk costs with mission benefits. It is a systematic five-step process that can be applied to any situation, program, or environment. It is a continuous process in that as variables change, the process starts over from the beginning. Great latitude is afforded for the commander to accomplish the recruiting mission through proper use of risk management.

B-2. Responsibilities

Commanders or equivalent are the risk management experts and will ensure risk management is implemented into all aspects of USAREC mission planning. Commanders will ensure that all military and civilian employees within their commands receive risk management training. Commanders will ensure all contractors teach and instruct their employees on the Army risk management process. The USAREC risk management form is USAREC Form 1144.

B-3. Background

Risk management is the Army's principal risk-reduction process to protect the force. Effective risk management will help individuals at all levels to prevent accidents, thereby saving lives and preserving our combat power. Accident cause factors stem from five underlying sources. These sources are individual failure, leader failure, training failure, standards failure, and support failure.

a. Individual failure occurs when the soldier knows and is trained to standard but elects not to follow the standard (self-discipline). Individual failure is attributed to the soldier's attitude, fatigue (self-induced), overconfidence, haste, alcohol, or drugs.

b. Leaders that do not enforce known standards regardless of whether the soldier is in the direct chain of command or not constitute a leader failure.

c. A training failure occurs when soldiers are not trained to a known standard because of insufficient, incorrect, or no training on the task.

d. Standards or procedures that are unclear, impractical, or do not exist constitute a standards failure.

e. Support failure occurs when equipment and/or resources are improperly designed or not provided. This includes insufficient number or type of personnel and equipment, and inadequate maintenance, facilities, or services.

B-4. Goal

a. Risk management is the Army's process for protecting the force. All personnel are responsible for using this process to identify and control hazards while planning and executing missions and tasks that have been ordered to be accomplished. You are also responsible for ensuring your soldiers use the risk management

process effectively when they plan and execute the tasks you have assigned them.

b. Areas of emphasis for risk include but are not limited to:

(1) Adverse weather versus driver abilities (identifying high-risk drivers).

(2) Rest cycles (driving to a Military Entrance Processing Station versus work schedules).

(3) Location of RSs in high-crime areas.

(4) GOV parking security.

(5) HRAP safety and mentoring.

B-5. References

FM 100-14 is the basic doctrinal document on risk management. It applies to all Army activities, both military and civilian. FM 101-5 outlines specific staff responsibilities relating to risk management.

Appendix C

Collateral Duty Safety Officer or Safety Technician (GS-018/019-9) Responsibilities

C-1. AR 385-10, paragraph 2-1f, requires the appointment of CDSOs in troop and administrative units not staffed with full-time (GS-018 job series) safety personnel. It is highly recommended that the commander ensure a full-time safety technician is located at the Rctg Bde level to ensure Army Safety Program goals and mandates are met in a correct and timely manner. Rctg Bde, Rctg Bn, and Headquarters Company commanders will appoint on orders:

a. Unit safety officer (O-1 or above or GS-07 civilian (CDSO)).

b. Unit safety NCO (staff sergeant or above). Individuals appointed are responsible to the commander for implementing and controlling the safety program at their respective level of command. A copy of appointment orders will be forwarded to HQ USAREC (RCCS-SAF) within 30 days of appointment. (Rctg Bns will provide an information copy to their Rctg Bde.)

c. A waiver may be obtained from the USAREC Safety Office for grade requirements in extenuating circumstances (CDSO only).

C-2. These unit safety personnel will:

a. Participate in a recognized safety course on an annual basis as a means for developing and enhancing their proficiency in implementing the unit safety program. A safety course approved by the USAREC Safety Office will be attended within 180 days of appointment on orders.

(1) Upon initial collateral duty assignment, the unit safety officer or NCO will notify the USAREC Safety Office and coordinate a staff assistance visit. The training will focus on unit safety program management requirements and accident reporting procedures.

(2) Annual training requirements may be satisfied through participation in approved USAREC Safety Office training courses or Army-approved local installation CDSO courses.

b. Have 1 year or more retainability in the unit upon duty appointment.

c. Give their safety officer duties proper priority as mandated by AR 385-10. The safety officer will have unimpeded access to the commander in accordance with AR 385-10 and be a member of his or her special staff.

d. Become the Rctg Bde or Rctg Bn expert on Army safety regulations (AR 385 series), safety requirements of the command, principles of accident prevention (risk management), and operating procedures published in SOPs, command directives, field manuals, technical manuals, etc.

e. Develop and interpret directives, policies, plans (building, remodeling, and construction), equipment procurement, and procedures regarding safety application for the commander.

f. Supervise and conduct safety program surveys and facility inspections, giving particular attention to predominant and inherent hazards and to new and/or varied operations in all Rctg Bde locations. This includes Rctg Bns, Rctg Cos, and RSs (in accordance with AR 385-10 and 29 CFR 1910).

g. Document and recommend appropriate action to remove or control hazards and conduct followup inspections to ensure compliance in accordance with AR 385-10.

h. Select top-quality personnel to assist in operating the unit's safety program (i.e., safety NCO, admin/log clerk, unit vehicle manager, or recruiter trainer).

i. Provide prompt technical assistance in accident investigation and reporting. Check completeness and accuracy of reports and review adequacy of corrective action prior to submittal to HQ USAREC.

j. Maintain accident reports and records, and analyze the unit's accident experience to determine the principle accident causation factors so that well-targeted, cost-effective, and mission-supported countermeasures may be developed and implemented.

k. Keep the commander informed on the safety posture of the organization to include perceived hazards.

l. Review accident summary reports for both nonrecordable and recordable accidents as presented by higher headquarters.

m. Ensure compliance to the lowest level and facilitate safety awareness throughout the unit (i.e., safety briefings, bulletin board campaigns, and training).

n. Will determine the need and procure material for safety awareness and promotional activities.

o. Be the Rctg Bde ergonomics officer trained and responsible for ergonomic issues pertaining to investigations, surveys, and procurement of work-related office items and compliance.

C-3. The additional duties imposed upon CDSOs may seem forbidding and monumental when a full-time safety officer (GS-018/019-9) is not hired and appointed. Therefore, the unit's safety program is best accomplished when it involves the commander, supervisors, and all individuals as a team effort. The CDSO's effective management skills in this one area will affect good management in another. If a full-time safety technician (GS-018/019-9) is not used, the commander will ensure adequate time is allocated for the CDSO to meet and exceed safety program goals and not interfere with the reporting or enact retribution on safety personnel reporting perceived hazards to the USAREC Safety Office.

Appendix D
United States Army Recruiting Command
Safety Staff Functions

D-1. General

The USAREC Safety Office will be structured in accordance with AR 385-10 and composed of S&OH professionals with GS-018 job series. The USAREC Safety Office will be under the operational control of the USAREC Chief of Staff (CofS) reporting to the USAREC CG and have unimpeded access to the USAREC CG in accordance with AR 385-10.

D-2. Responsibilities

- a. The safety staff will:
 - (1) Function as the principle staff advisor, technical consultant, and coordinator to the commander and headquarters for all S&OH efforts within the command.
 - (2) Provide professional expertise for establishing and implementing S&OH policies throughout the command.
 - (3) Budget through the CofS the requirements for planning and conducting the safety activities as prescribed by this regulation and AR 385-10 to include salaries, awards, inspections, program enhancements, procurement of equipment, and training.
 - (4) Participate in the annual Rctg Bde logistics and truckmasters conference to coordinate USAREC's Safety Program and enhance accident prevention effectiveness.
 - (5) Initiate commandwide (seasonal) safety awareness kits and educational and promotional campaign material.
 - (6) Provide technical assistance in accident investigation and reporting.
 - (7) Manage the command's accident information system to maintain records of occupational accidents, injuries, and their causes; post periodic statistical data regarding the safety posture of the command.
 - (8) Conduct Class B (non-POV) accident investigations as required in accordance with AR 385-40.
 - (9) Perform staff assistance visits and SASOHI as directed.
 - (10) Serve as command safety liaison officer regarding all aspects of safety matters.
 - (11) Maintain the command's safety reference library. This includes electronic forms of media.
 - (12) Attend training to ensure competency in Army and USAREC Safety Program fundamentals.
 - (13) Be required to ensure safety issues are addressed when USAREC procures equipment or construction projects are initiated.
- b. Rctg Bde safety officers (GS-018/019-7/9) although on the special staff of the Rctg Bde commander are also under operational control of the USAREC Safety Office.

Appendix E Ergonomics

E-1. General

This appendix provides guidance for establishing the Ergonomics Program component as an integral part of the Occupational Safety and Health Program and Preventive Medicine Program at all facilities controlled by DA as required in AR 385-10, paragraph 1-4g; AR 40-5, paragraphs 1-4b and 5-3; and HQDA Ltr 40-02-1. The Ergonomics Program is a requirement by law for all Department of Defense personnel.

E-2. Responsibilities

Rctg Bde and Rctg Bn commanders are responsible for developing and maintaining effective ergonomic programs. The Surgeon General is the Army proponent for ergonomics. The US Army Center for Health Promotion and Preventive Medicine manages the Army Ergonomics Program with active support from Army S&OH professionals. Since the science of ergonomics crosses the traditional boundaries between safety and preventive medicine programs, effective implementation of the program requires intensive cross-boundary cooperation to ensure that the program is both proactive and effective. The USAREC Safety Office and CDSOs will assist commanders in choosing and procuring equipment for workstations, mission use and special-purpose requirements.

E-3. Background

- a. An effective Ergonomics Program can:
 - (1) Prevent workplace injuries.
 - (2) Reduce medical and associated costs of work-related musculoskeletal disorders (WMSDs).
 - (3) Preserve the fighting strength of the Armed Forces.
- b. The Ergonomics Program falls under:
 - (1) The Occupational Safety and Health Act of 1970 (Public Law 91-596); Executive Order 12196, section 1-201; and title 29, Code of Federal Regulations, Part 1960.8(a).
 - (2) DODI 6055.1.
 - (3) HQDA Ltr 40-02-1.

E-4. Program areas

This appendix applies to USAREC level and below worksite analysis, hazard prevention and control, health care management, education and training, and Ergonomics Program evaluation. Other commands within the Army use ergonomics principles in the process of developing and refining Army systems, specifically in Army-wide initial equipment design, assessment, and related human performance research.

E-5. Goals

- a. The goals of the Ergonomics Program are to:
 - (1) Prevent injuries and illnesses by eliminating or reducing worker exposure to WMSD risk factors.
 - (2) Reduce the potential for fatigue, error, and unsafe acts by adapting the job and workplace to workers' capabilities and limitations.
 - (3) Increase the overall productivity of the workforce.
 - (4) Reduce workers' compensation claims and associated costs.

- (5) Improve overall unit readiness.

b. An emphasis on early identification and prevention of WMSDs will preserve and protect our military and civilian workforce while decreasing related costs.

E-6. Organizational involvement

A collaborative partnership among all levels of the working community is essential in achieving the goals of the Ergonomics Program. Command emphasis, commitment by management, and demonstrated visible involvement is imperative to provide the organizational resources and motivation needed to implement a sound ergonomics policy. All levels of USAREC personnel (managers, supervisors, workers, and soldiers) are responsible for injury prevention and the identification and resolutions of WMSDs.

E-7. Effects of WMSDs

a. Health effects. Repeated biomechanical stress and microtrauma cause or aggravate WMSDs. Over time, repeated microtrauma can evolve into a painful, debilitating state involving muscles, tendons, tendon sheaths, and nerves. Examples of WMSDs are:

- (1) Tendinitis.
- (2) Tenosynovitis.
- (3) Bursitis.
- (4) Chronic muscle strain.
- (5) Nerve entrapment syndromes (for example, carpal tunnel syndrome).

b. WMSDs can be very costly, with the average cost of surgery to correct carpal tunnel syndrome between \$22,000 and \$30,000, the average cost of a lost-time back injury over \$24,000, and the average cost of a back injury requiring surgery is \$180,000. Workers' compensation costs are approximately four times the medical costs.

E-8. Requirements

a. The ergonomics plan will reflect the needs and requirements of each area of USAREC. USAREC's ergonomics officer will use the structure and content provided in this regulation in developing an ergonomics plan that addresses each of USAREC's elements. At a minimum, the ergonomics plan should contain the elements listed below:

- (1) Program goals and objectives.
- (2) Program interface with existing programs.
- (3) Specific critical program elements for ergonomic intervention:
 - (a) Worksite analysis.
 - (b) Hazard prevention and control.
 - (c) Health care management.
 - (d) Education and training.
 - (e) Ergonomics Program evaluation.

b. The extent of involvement in each of the five critical program elements in paragraph E-5 will vary according to the hazards and concerns at each of USAREC's duty locations; however, some degree of activity in each of the five critical program elements is required for an effective program.

c. Since USAREC is a tenant activity, all USAREC commanders will take full advantage of nearby host installations ergonomics programs. Even though USAREC will utilize installation programs, commanders will also ensure the USAREC program is implemented as an

oversight and interface for all personnel assigned. The USAREC Safety Office in conjunction with the USAREC Surgeon's Office will administer the program.

d. Personnel. The USAREC Surgeon as the chief medical officer is the advising authority on all ergonomics correspondence issued by the USAREC Safety Office. The USAREC CG or designated representative will appoint, on orders, an individual certified as an occupational health nurse or an S&OH officer as the command's ergonomics officer. The command ergonomics officer is required to complete a 40-hour Army-approved ergonomics course within 180 days of appointment on orders. The ergonomics officer is a collateral duty assignment. The ergonomics officer is the primary investigative officer for all worksite analysis.

e. Notifications. All worksite analysis that is conducted on union employees is required to have the ergonomics officer contact the respective union 72 hours prior to analysis. A union representative may be in attendance during the evaluation if required by the employee.

f. The USAREC Ergonomics Program will be implemented in accordance with AR 385-10 and DA Pam 40-21.

g. USAREC logistics personnel who are responsible for ordering furniture and office equipment will attend an annual 40-hour ergonomics class approved by the USAREC Safety Office to ensure proper techniques and criteria are used when ordering office furniture that meets the Army Ergonomics Program principles.

Appendix F

Accident Investigation, Reporting, Records, and Fatality Review Board

F-1. General

In addition to meeting requirements in AR 385-40 and DA Pam 385-40, the following additional requirements apply:

a. This appendix delineates the responsibilities for investigating, reporting, and recordkeeping of Army accidents. The Rctg Bde safety officer is the primary link in providing information to the commander on safety matters. It further details procedures for reporting civilian injuries and occupational illness cases and notification requirements regarding military (on- and off-duty) accidents as determined by its classification. An Army accident is defined as an unplanned series of events which results in one or more of the following:

- (1) Damage to Army property (real, leased, or provided to a contractor).
- (2) Injury to military personnel (both on- and off-duty).
- (3) Injury to on-duty Army civilian personnel, including nonappropriated fund employees.
- (4) Occupational injury or illness to Army military personnel and civilian employees.
- (5) Injury or illness to non-Army personnel or damage to non-Army property as a result of an Army operation.

b. All accidents prescribed above will be reported to an immediate supervisor or commander. However, only certain accidents are considered recordable. These type accidents require formal investigation and submission of DA Form 285 (U.S. Army Accident Report) or DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report (AGAR)) (see fig F-1). All on-duty Class A and B accidents will be reported on DA Form 285. All on-duty Class C and D accidents and all classes of off-duty accidents will be reported on DA Form 285-AB-R (see fig F-2).

F-2. Recordable accidents

Recordable accidents include Class A, B, and C type accidents, as well as, Class D property damage accidents (see fig F-3). These accident categories (A through D) are used to determine the appropriate investigation and reporting procedures. Army recordable accidents are further defined as follows:

- a. Class A. The total cost of reportable damage is \$1,000,000 or more; an Army aircraft, missile, or spacecraft is destroyed; or an injury and/or occupational illness results in a fatality or permanent total disability.
- b. Class B. The total cost of reportable damage is \$200,000 or more, but less than \$1,000,000, an injury and/or occupational illness results in permanent partial disability or three or more people are hospitalized as inpatients.
- c. Class C. The total cost of property damage is \$20,000 or more, but less than \$200,000; a nonfatal injury that causes any lost time from work beyond the day or shift on which it occurred; or a nonfatal illness or disability which caused lost time from work or reoccurring disability.

d. Class D. Property damage more than \$2,000, but less than \$20,000; or a nonfatal injury which no time was lost from duty.

F-3. Preliminary actions and notifications

When a Class A or B accident occurs commanders will:

a. Respond to ensure that Government (military and civilian) personnel are provided necessary medical attention. If the victims are nonmilitary affiliated, the commander should only attempt to secure the names of the victims and locations of the medical treatment facilities in which they were taken. Local police may provide this information.

b. Secondly, the commander should focus on the security of any sensitive materials in nature, as well as, the security of any Government property involved in the accident. All accident investigation data is privileged and only is released with approval of the Director of Army Safety in accordance with AR 385-40.

c. Once the victim(s) and/or Government property is adequately safeguarded, the commander or a designated unit representative should, without delay, report the accident as follows:

- (1) Notify the chain of command by telephone.
- (2) Telephonically report the accident to the USAREC Safety Office at DSN 536-0248, 0736, or 0667, or commercial (502) 626-0248, 0736, or 0667 and also submit a serious incident report (SIR) to the USAREC Emergency Operations Center at (502) 626-0823 or 0824.
- d. Upon notification of a Class A or B accident, the USAREC Safety Officer will first inform Command Group. Following this notification, telephonically report the accident in accordance with AR 385-40, paragraph 3-4b(2), as appropriate.

e. The Rctg Bn safety officer or NCO will report Class C and D accidents to the USAREC Safety Office within 24 hours (or the first workday if the accident occurred during a weekend or holiday). Reporting procedures are as follows:

- (1) Complete sections A and B of USAREC Form 672 (Accident Telephonic Notification Report) (see fig F-4).
- (2) The primary and best way to send USAREC Form 672 is via e-mail to the Rctg Bde safety officer who will in-turn send to the USAREC Safety Office for control number. The e-mail address for the USAREC Safety Office is USAREC.Safety@usarec.army.mil.
- (3) An alternate method to send USAREC Form 672 is for the Rctg Bde to fax it to the USAREC Safety Office at DSN 536-0958 or commercial (502) 626-0958.

(4) Rctg Bdes will followup acknowledgment of USAREC Form 672 receipt by obtaining an accident control number and suspense for submission of completed accident case file (control number assigned by the USAREC Safety Office and forwarded to the Rctg Bn or unit responsible for the accident). The Rctg Bde safety officer will then track their respective Rctg Bns to ensure accuracy and completeness of all records

pertaining to Army accident investigations and records.

F-4. Investigation and reporting

Accident investigations are promptly initiated to preserve the physical evidence, obtain witness statements, establish pertinent points of contact, and ensure timely and accurate reporting. Accidents are investigated and reported as follows:

a. Class A and B accidents are investigated by an accident investigation board in accordance with AR 385-40, paragraph 4-2, along with the approval and determination of the USAREC CG.

b. Class C and D accidents are investigated by an E-7 or above (military) supervisor or GS-7 or above supervisor. Completed investigation reports will be submitted to the Rctg Bn safety officer for review and verification.

c. Unit commanders' safety representatives will forward the completed accident case file to HQ USAREC (RCCS-SAF) within 21 calendar days from date of accident. The accident case file will be packaged to include:

- (1) SF 91 (Motor Vehicle Accident Report).
- (2) Police report. If the police did not respond to the scene, the soldier must obtain a walk-in report (go to the local police station and complete an accident report). If the police report is not readily available, a memorandum signed by the Rctg Co commander will be forwarded with the accident case file.
- (3) At least two repair estimated costs of damage.
- (4) Witness statements (if applicable).
- (5) On accidents that report inattention (rear ending, turning into oncoming traffic, and one-vehicle accidents) the cell phone record for the driver on the day in question will be included. All others are at the discretion of the commander, vehicle manager, or safety officer. The USAREC Safety Office will be provided with cell phone records for accident investigative purposes from the commander of the unit involved.
- (6) DA Form 285 or DA Form 285-AB-R, if required (see fig F-3 for submission requirements).

(a) It is the responsibility of the commanders of the Rctg Bdes and Rctg Bns to ensure that all DA Forms 285 and DA Forms 285-AB-R are completed and properly filled out prior to their signature; any DA Form 285 or DA Form 285-AB-R that is incomplete or improperly completed when received by HQ USAREC will be returned to the Rctg Bde safety officer for corrective action. It is in the best interest of the Rctg Bde safety officer to ensure the Rctg Bn safety officer is knowledgeable and trained in completing accident reports to minimize work at the Rctg Bde level. It is imperative that the Rctg Bde safety officer attends the Army training on accident reporting procedures and be the Rctg Bde commander's expert. The Rctg Bde commander will be held accountable for all record reporting that his or her units submit.

(b) DA Form 285 and DA Form 285-AB-R will be submitted by the Rctg Bn safety officer in

original with one copy of each supporting document through the Rctg Bde safety officer (by the 20th day after the accident) for maintaining copy, review of accuracy, completeness, and sent on to HQ USAREC (RCCS-SAF). The USAREC Safety Office will forward the original to Headquarters, United States Army Safety Center. (Detailed instructional information regarding the completion of DA Form 285 is prescribed on the document. DA Form 285-AB-R is in DA Pam 385-40 or the Student Handout, United States Army Safety Center Safety Course.)

F-5. GOV monthly, quarterly, and fiscal yearend accident summary reports

a. Rctg Bde commanders or their designee will ensure that USAREC Form 1206 (Accident Summary Report and Log) (see fig F-5) is completed and accurate and sent to HQ USAREC (RCCS-SAF) by the 5th day of the month following the end of each quarter.

b. Rctg Bde CDSO, vehicle manager, or full-time safety officer (GS-018/019-9) will submit all completed, verified, and corrected USAREC Forms 1206 to HQ USAREC (RCCS-SAF) by the 5th day of the month following the end of each quarter.

c. Accident summary data will not include vandalism and stolen vehicles. (Vandalism is damage inflicted on property by someone intending to cause loss to property and is considered a crime, not an accident.)

d. Rctg Bns will submit USAREC Form 1206 to their respective Rctg Bde monthly to ensure Rctg Bde oversight and tracking of accident reporting requirements. A consolidated Rctg Bde report (one form) will be sent to the USAREC Safety Office monthly.

e. Rctg Bns will require Rctg Cos to submit USAREC Form 1206 monthly to ensure reporting requirements and accident tracking is taking place. The monthly report will be sent to the Rctg Bde and maintained by the Rctg Bde safety officer for 2 years.

f. No criminal acts of break-ins or vandalism is reported, those are reported through SIRs and security channels.

g. HWP includes any vehicle parked with no driver behind the wheel or the ignition turned off. This will include all unintentional scrapes, dings, and other damages. Any HWP with damages of \$2,000 and over must be issued a control number.

F-6. Occupational injuries and illnesses

a. On-the-job injuries will be reported on DOL Form CA 1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) and work-related illnesses on DOL Form CA 2 (Notice of Occupational Disease and Claim for Compensation).

b. Upon notification of an employee injured, the supervisor will:

(1) Notify the Rctg Bde personnel officer and the Rctg Bde safety officer of the injury and request necessary technical guidance. The Rctg Bde personnel officer will, in turn, forward cop-

ies of DOL Form CA 1, DOL Form CA 2, or DOL Form CA 3 (Report of Termination of Disability and/or Payment) to the USAREC Safety Office and Rctg Bde safety officer.

(2) Sign a DOL Form CA 16 (Authorization for Examination and/or Treatment) for that employee and see that he or she receives medical attention as soon as possible.

(3) Report the incident to the USAREC Safety Office by calling DSN 536-0248, 0736, or 0667 or commercial (502) 626-0248, 0736, or 0667, or faxing to (502) 626-0958 or DSN 536-0958 (USAREC Form 672) or e-mail USAREC.Safety@usarec.army.mil.

(4) Ensure proper completion of DOL Form CA 1 and/or any other forms required to process the employee's claim. Provide photocopies of these forms to the USAREC Safety Office or e-mail USAREC.Safety@usarec.army.mil.

c. The injured employee will:

(1) When injured, notify the first line or higher supervisor and have DOL Form CA 16 signed and seek medical attention.

(2) Advise supervisor on status of injury upon return from medical treatment.

(3) After obtaining a medical release from the doctor and returning to work, if there is lost time, the employee must complete DOL Form CA 3.

d. Commanders and Rctg Bde and Rctg Bn safety officers are to contact the servicing civilian personnel office, workman's compensation division for information regarding civilian employee job-related incidents or supervising training. Rctg Bde commanders or their designee (should be a full-time safety technician) will ensure that USAREC Form 1206 is completed and accurate and sent to HQ USAREC (RCCS-SAF) by the 5th day of the month following the end of each quarter.

e. When the Rctg Bde safety officer is not a full-time GS-018/019-9, the Rctg Bde S1 will submit all completed, verified, and corrected USAREC Forms 1239 (Personal Injury Report) (see fig F-6) to HQ USAREC (RCCS-SAF) by the 5th day of the month following the end of each quarter.

f. Personal injury summary data will not include assault or criminal activity and all SIRs will be reviewed for applicability prior to submission.

g. Rctg Bn S1s will submit USAREC Form 1239 to their respective Rctg Bde S1 monthly to ensure Rctg Bde oversight and tracking of personal injury reporting requirements. A consolidated Rctg Bde report (one form) will be sent to the USAREC Safety Office monthly.

h. Rctg Bns will require Rctg Cos to submit USAREC Form 1239 monthly, to ensure reporting requirements and accident tracking is taking place. The monthly report will be sent to the Rctg Bde and maintained for 2 years.

i. The Rctg Bde safety officer is responsible for ensuring all SIRs that report on-duty and off-duty accidents are included in the monthly, quarterly, and yearly summary reports.

F-7. Fatality review board

a. A fatality review board (FRB) from the deceased member's Rctg Bde will brief all on-duty and off-duty fatal accidents involving soldiers, and all on-duty fatal accidents involving DA civilian employees, to the appropriate deputy commanding general (DCG). The USAREC Safety Office will notify Rctg Bdes when an FRB is required. The FRB will be completed no later than 30 days after the date of the fatality. Extensions are approved by the DCG.

b. One of the DCGs will chair the board. The USAREC Command Sergeant Major (CSM) will attend. The Rctg Bde will set up the board and schedule the briefing. The FRB briefing will occur either in person or by video teleconference.

c. The FRB is set up by the Rctg Bde safety officer.

d. Board membership will include the following:

- (1) Rctg Bde commander and CSM.
- (2) Rctg Bn commander and CSM.
- (3) Rctg Co commander and first sergeant.
- (4) Rctg Bde and Rctg Bn safety officer.
- (5) Rctg Bde and USAREC chaplain.
- (6) Rctg Bde public affairs officer.
- (7) Headquarters Commandant (if applicable).
- (8) USAREC Safety Officer.
- (9) USAREC Inspector General.
- (10) USAREC Staff Judge Advocate.

(11) Other relevant parties depending on the facts of the case. Examples include investigating officers, criminal investigation division personnel, military police investigators, command surgeon, and BJA.

e. Agenda. The board will brief the DCG on the circumstances of the death, medical information and/or autopsy results (if applicable), soldier or employee profile, casualty information, memorial service details, publicity (actual or expected), safety issues, and lessons learned. A more detailed description of the agenda is located in the FRB packet.

f. The FRB will provide the presiding DCG an advance written report of the fatality, to include the report of investigation and medical report (all vehicle accidents will include cell phone log for day of fatality), if applicable.

g. Upon completion of the FRB, the DCG will brief the USAREC CG on the results and provide comments.

U.S. ARMY ABBREVIATED GROUND ACCIDENT REPORT (AGAR) For use of this form, see AR 385-40 and DA Pamphlet 385-40; the proponent agency is OCSA														REQUIREMENT CONTROL SYMBOL CS0CS-308									
1. TIME & DATE OF ACCIDENT		a. Yr 03	b. Mth 11	c. Day 22	d. Time 1600	2. PERIOD OF DAY		<input checked="" type="checkbox"/> Day	<input type="checkbox"/> Night	3. ACDT CLASS C		4. ACDT OCCURRED DURING		<input type="checkbox"/> Combat	<input checked="" type="checkbox"/> Non-Combat								
5. UNIT IDENTIFICATION		a. UIC (6-digit Code) W06UAA			b. Name of Unit Smithville Rctg Co					c. Unit's Branch Recruiting			d. MACOM HQ ARMY										
6. LOCATION OF ACCIDENT		a. Exact Location (Detailed enough to locate site) Intersection at Mahone and Jessups St., Smithville, MD												b. Type Location B3									
c. State/County MD		d. <input checked="" type="checkbox"/> Off Post	On Post Name:					7. EXPLOSIVES/AMMO		a. Present	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	b. Involved		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No							
8. MISSION		a. Briefly describe the mission Driving to conduct interview with applicant												b. METL Task?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No						
9. VEHICLE/EQUIPMENT/MATERIEL INVOLVED G12-63923														Materiel Failure/Malfunction Information									
a. Type of Item (Nomenclature)		b. Model #		c. Ownership		d. Estimated Cost of Damage		e. Vehicle Collision		f. Failure Mode		g. Part Nomenclature		h. Part #		i. Part NSN		j. Part Manufacturer Code		k. EIR/QRD Submitted			
#1 Chevy		Corsica		GSA		2,017.58		9, 11, 1												Yes No			
#2 Nissan		Wagon		POV		1,132.00		POV												Yes No			
10. WHY DID THE MATERIEL FAIL/MALFUNCTION? (Check the root cause(s) in Block a. In Block b, explain how the root cause(s) led to the materiel failure/malfunction.)														b. Describe how the materiel failed/malfunctioned and explain why (root cause)									
a. LEADER (Not ready, willing to enforce standards)		STDS/PROCEDURES (Not clear, Not practical)		SUPPORT (Shortcomings in type, capability, amount or condition of equip/supplies/services/facilities)																			
Direct Supervision		AR		SOP		Equip/Materiel improperly designed				Inadequate Manufacture													
Unit Command Supervision		TM		Other		Equip/Materiel not provided				Inadequate Maintenance													
Higher Command Supervision		FM		None Exists		Inadequate Facilities/Service				Other													
11. NAME (Last, First, MI) (Include Address & UIC if different than Blks 5a&b.)						12. SOCIAL SECURITY #		13. PERSONNEL CLASSIFICATION a		14. MOS 79R40		15. DUTY STATUS		<input checked="" type="checkbox"/> On-duty	<input type="checkbox"/> Off-duty								
Claycamp, AnnMarie						123-45-6789		16. AGE 32		17. SEX F		18. PAY GRADE SFC/E7		19. FLIGHT STATUS		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No						
						20. MOST SEVERE INJURY (See instructions)						a. Degree d		b. Type j, k		c. Body Part g		d. Cause a					
21. DAYS HOSPITALIZED 1		ACTIVITY OF INDIVIDUAL Provide code (from list in instructions) and describe in space below.																					
22. WORKDAYS		23. CODE		24. SPECIFIC DESCRIPTION OF ACTIVITY/TASK																			
a. Lost 3		P		Driving to conduct interview with applicant.																			
b. Restricted 5																							
25. PERSONAL PROTECTIVE EQUIP				26. ALCOHOL/DRUGS CAUSE/CONT				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Unk		27. EQUIP THIS PERSON WAS ASSOCIATED WITH (Enter Item No. from Blk 9a) #1											
a. Required		b. Type of equip		c. Available		d. Used		28. LICENSED TO OPERATE EQUIP		29. HRS ON DUTY		30. HRS SLEEP		31. TACTICAL TRAINING		32. TYPE TRAINING FACILITY		33. LAST TRAINING		34. FIELD TRAINING EXERCISE		35. NIGHT VISION SYSTEM USED	
<input checked="" type="checkbox"/> Yes		#1 a		#1 Yes		#1 Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8		9		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						<input type="checkbox"/> Yes If Yes, provide name:		<input type="checkbox"/> Yes If Yes, provide name:	
<input type="checkbox"/> No		#2 a		#2 Yes		#2 Yes														<input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> No	
36. DID INDIVIDUAL MAKE A MISTAKE THAT CAUSED/CONTRIBUTED TO THE ACCIDENT? In Blk a., indicate if individual made a mistake. If yes provide the code (from instructions) in Blk b. and describe in Blk c.																							
a. Mistake		c. Tell what the mistake was and how it caused/contributed to the accident																					
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		SFC Claycamp was following too closely which caused a rear end collision when POV stopped suddenly in front of her.																					
b. Code																							
12																							

DA FORM 285-AB-R, Jul 94

Figure F-1. Sample of a completed DA Form 285-AB-R

37. WHY WAS THE MISTAKE MADE (ROOT CAUSE) (Check the root cause(s) in Blk a. In Blk b. tell how the root cause(s) led to the mistake.)											
a.	LEADER <i>(Not ready, willing to enforce standards)</i>		TRAINING <i>(Insufficient in Content/Amount)</i>		STDS/PROCEDURES <i>(Not clear/Not practical)</i>		SUPPORT <i>(Shortcomings in type, capability, amount or condition of equip/supplies/services/facilities)</i>		INDIVIDUAL <i>(Mistake due to own personal factors)</i>		
	Direct Supervision		School		AR		SOP	Equip/Materiel Improperly designed	Inadequate Manufacture	Poor/Bad attitude	Fatigue
	Unit Command Supervision		Unit		TM		Other	Equip/Materiel not provided	Inadequate Maintenance	X Overconfident	Alcohol, Drug
	Higher Command Supervision		Experience, OJT		FM		None exists	Inadequate Facilities/Services	Other	In a hurry	Fear/Excitement
b. Describe root cause(s) (reason) and tell how it/they caused the mistake										38. ENVIRONMENTAL CONDITIONS	
The driver was overconfident in her abilities because she frequently drove in traffic, with no difficulties or accidents.										a. Present:	
										#1 <u>A</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk	
										#2 <u>B</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk	
										#3 <u> </u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk	
39. PROVIDE BRIEF SYNOPSIS OF ACDT <i>(Use additional sheets if required) (Explain sequence of events, tell how acdt happened.)</i>											
SFC Claycamp was proceeding with a left turn into an intersection when the automobile to her immediate front stopped suddenly due to an object entering into its path. SFC Claycamp applied her brakes, but was unable to avoid the rear end collision due to insufficient reaction time and following too closely.											
40. CORRECTIVE ACTIONS(S) TAKEN OR PLANNED											
SFC Claycamp was scheduled and has attended Remedial Driver's Training held each month at the Rctg Bn.											
41. POINT OF CONTACT FOR INFORMATION ON THE ACCIDENT											
a. Name (Last, First, MI) Daugherty, Kathy								b. Telephone # DSN: 536-0241 COM: (502) 626-0241			
42. COMMAND REVIEW a. Name Mickey G. Gattis					c. Rank LTC			43. SAFETY OFFICE REVIEW		b. Date	
b. Signature					d. Date						
								a. Name To be completed by USAREC Safety Office			

REVERSE OF DA FORM 285-AB-R, JUL 94

PAGE 2

Figure F-1. Sample of a completed DA Form 285-AB-R (Continued)

U.S. ARMY ACCIDENT REPORT
For use of DA Form 285, Jan 92, the proposed agency is OCSA

SECTION A - ACCIDENT INFORMATION

1. CHECK ONE
☐ INITIAL
☐ CHANGE

2. LSC (Lost Identification Codes)
(See DA Form 285-AB-R, 1 Jul 94, for instructions)

3. DATE OF ACCIDENT
 a. YEAR b. MONTH c. DAY

4. TIME OF ACCIDENT
 a. DAY b. HOUR c. MIN

5. EXACT LOCATION OF ACCIDENT
(Detailed enough to locate site) (State type of location)

6. NAME (Last, First, MI)
(If known)

7. SOCIAL SECURITY NUMBER (SSN)
(If known)

8. AGE

9. SEX
☐ Male ☐ Female

10. RANK OR GRADE

11. MOS OR JOB SERIES

12. ADDRESS
(Use Official Address for all military of Government Personnel) (Include Zip Code)

13. DUTY STATUS AT TIME OF ACCIDENT
☐ On Duty ☐ Off Duty

14. FLIGHT STATUS
☐ YES ☐ NO

15. CONTINUOUS DUTY (hrs)
(Within 24 hrs)

16. HRS SLEEP IN LAST 24
(Within 24 hrs)

17. DAYS LOST
(For no injury, lost from work, and exceeding day of injury. (Lost from work only))

18. DAYS HOSPITALIZED
(For no injury, lost from work, and exceeding day of injury. (Lost from work only))

19. DAYS OF RESTRICTED WORK ACTIVITY
(For no injury, lost from work, and exceeding day of injury. (Lost from work only))

20. SEVERITY OF ILLNESS/INJURY
☐ Fatal
☐ Permanent Total Disability
☐ Permanent Partial Disability
☐ Days Away from Work
☐ Restricted Work Activity
☐ First Aid Only
☐ NO INJURY

DA Form 285: Use only for Class A and B on-duty ground accidents

U.S. ARMY ABBREVIATED GROUND ACCIDENT REPORT (AGAR)
For use of this form, see AR 385-40 and DA Pamphlet 385-40; the proposed agency is OCSA

1. TIME & DATE OF ACCIDENT
 a. Year b. Month c. Day

2. PERIOD OF DAY
 a. Day b. Night

3. ACCIDENT CLASS
☐ Class A ☐ Class B ☐ Class C ☐ Class D

4. LOCATION OF ACCIDENT
 a. Exact Location b. Off Post ☐ c. On Post ☐

5. MISSION
 a. Briefly describe the mission

6. VEHICLE/EQUIPMENT/MATERIALS INVOLVED
 a. Type of base (Manufacturer) b. Model c. Date

7. EXPLOSIVE SUMMARIES
 a. Type of explosive b. Quantity c. Location

8. WHY DID THE MATERIAL FAIL/ALFUNCTION? (Check one)
☐ LEADER ☐ STAFF/PROCEDURES ☐ OTHER

9. DIRECT SUPERVISION
☐ YES ☐ NO

10. HIGHER COMMAND SUPERVISION
☐ YES ☐ NO

11. NAME (Last, First, MI) (Include Address & UIC if different from item 6 & 7)

12. DAYS HOSPITALIZED

13. CODE

14. SPECIFIC DESCRIPTION OF ACTIVITY/TASK

15. PERSONAL PROTECTIVE EQUIP
 a. Required ☐ b. Type of equip c. Available ☐

16. LICENSED TO OPERATE EQUIP
☐ YES ☐ NO

17. ALCOHOL/DRUGS CAUSED/CONTRIBUTED TO ACCIDENT?
☐ YES ☐ NO

18. TYPE TRAINING FACILITY
☐ YES ☐ NO

19. TYPE TRAINING FACILITY
☐ YES ☐ NO

20. TYPE TRAINING FACILITY
☐ YES ☐ NO

21. TYPE TRAINING FACILITY
☐ YES ☐ NO

22. TYPE TRAINING FACILITY
☐ YES ☐ NO

23. TYPE TRAINING FACILITY
☐ YES ☐ NO

24. TYPE TRAINING FACILITY
☐ YES ☐ NO

25. TYPE TRAINING FACILITY
☐ YES ☐ NO

26. TYPE TRAINING FACILITY
☐ YES ☐ NO

27. TYPE TRAINING FACILITY
☐ YES ☐ NO

28. TYPE TRAINING FACILITY
☐ YES ☐ NO

29. TYPE TRAINING FACILITY
☐ YES ☐ NO

30. TYPE TRAINING FACILITY
☐ YES ☐ NO

31. TYPE TRAINING FACILITY
☐ YES ☐ NO

32. TYPE TRAINING FACILITY
☐ YES ☐ NO

33. TYPE TRAINING FACILITY
☐ YES ☐ NO

34. TYPE TRAINING FACILITY
☐ YES ☐ NO

35. TYPE TRAINING FACILITY
☐ YES ☐ NO

36. TYPE TRAINING FACILITY
☐ YES ☐ NO

37. TYPE TRAINING FACILITY
☐ YES ☐ NO

38. TYPE TRAINING FACILITY
☐ YES ☐ NO

39. TYPE TRAINING FACILITY
☐ YES ☐ NO

40. TYPE TRAINING FACILITY
☐ YES ☐ NO

41. TYPE TRAINING FACILITY
☐ YES ☐ NO

42. TYPE TRAINING FACILITY
☐ YES ☐ NO

43. TYPE TRAINING FACILITY
☐ YES ☐ NO

44. TYPE TRAINING FACILITY
☐ YES ☐ NO

45. TYPE TRAINING FACILITY
☐ YES ☐ NO

46. TYPE TRAINING FACILITY
☐ YES ☐ NO

47. TYPE TRAINING FACILITY
☐ YES ☐ NO

48. TYPE TRAINING FACILITY
☐ YES ☐ NO

49. TYPE TRAINING FACILITY
☐ YES ☐ NO

50. TYPE TRAINING FACILITY
☐ YES ☐ NO

51. TYPE TRAINING FACILITY
☐ YES ☐ NO

52. TYPE TRAINING FACILITY
☐ YES ☐ NO

53. TYPE TRAINING FACILITY
☐ YES ☐ NO

54. TYPE TRAINING FACILITY
☐ YES ☐ NO

55. TYPE TRAINING FACILITY
☐ YES ☐ NO

56. TYPE TRAINING FACILITY
☐ YES ☐ NO

57. TYPE TRAINING FACILITY
☐ YES ☐ NO

58. TYPE TRAINING FACILITY
☐ YES ☐ NO

59. TYPE TRAINING FACILITY
☐ YES ☐ NO

60. TYPE TRAINING FACILITY
☐ YES ☐ NO

61. TYPE TRAINING FACILITY
☐ YES ☐ NO

62. TYPE TRAINING FACILITY
☐ YES ☐ NO

63. TYPE TRAINING FACILITY
☐ YES ☐ NO

64. TYPE TRAINING FACILITY
☐ YES ☐ NO

65. TYPE TRAINING FACILITY
☐ YES ☐ NO

66. TYPE TRAINING FACILITY
☐ YES ☐ NO

67. TYPE TRAINING FACILITY
☐ YES ☐ NO

68. TYPE TRAINING FACILITY
☐ YES ☐ NO

69. TYPE TRAINING FACILITY
☐ YES ☐ NO

70. TYPE TRAINING FACILITY
☐ YES ☐ NO

71. TYPE TRAINING FACILITY
☐ YES ☐ NO

72. TYPE TRAINING FACILITY
☐ YES ☐ NO

73. TYPE TRAINING FACILITY
☐ YES ☐ NO

74. TYPE TRAINING FACILITY
☐ YES ☐ NO

75. TYPE TRAINING FACILITY
☐ YES ☐ NO

76. TYPE TRAINING FACILITY
☐ YES ☐ NO

77. TYPE TRAINING FACILITY
☐ YES ☐ NO

78. TYPE TRAINING FACILITY
☐ YES ☐ NO

79. TYPE TRAINING FACILITY
☐ YES ☐ NO

80. TYPE TRAINING FACILITY
☐ YES ☐ NO

81. TYPE TRAINING FACILITY
☐ YES ☐ NO

82. TYPE TRAINING FACILITY
☐ YES ☐ NO

83. TYPE TRAINING FACILITY
☐ YES ☐ NO

84. TYPE TRAINING FACILITY
☐ YES ☐ NO

85. TYPE TRAINING FACILITY
☐ YES ☐ NO

86. TYPE TRAINING FACILITY
☐ YES ☐ NO

87. TYPE TRAINING FACILITY
☐ YES ☐ NO

88. TYPE TRAINING FACILITY
☐ YES ☐ NO

89. TYPE TRAINING FACILITY
☐ YES ☐ NO

90. TYPE TRAINING FACILITY
☐ YES ☐ NO

91. TYPE TRAINING FACILITY
☐ YES ☐ NO

92. TYPE TRAINING FACILITY
☐ YES ☐ NO

93. TYPE TRAINING FACILITY
☐ YES ☐ NO

94. TYPE TRAINING FACILITY
☐ YES ☐ NO

95. TYPE TRAINING FACILITY
☐ YES ☐ NO

96. TYPE TRAINING FACILITY
☐ YES ☐ NO

97. TYPE TRAINING FACILITY
☐ YES ☐ NO

98. TYPE TRAINING FACILITY
☐ YES ☐ NO

99. TYPE TRAINING FACILITY
☐ YES ☐ NO

100. TYPE TRAINING FACILITY
☐ YES ☐ NO

DA Form-285-AB-R: Use for all off-duty accidents and Class C and D on-duty ground accidents

Figure F-2. Accident reporting

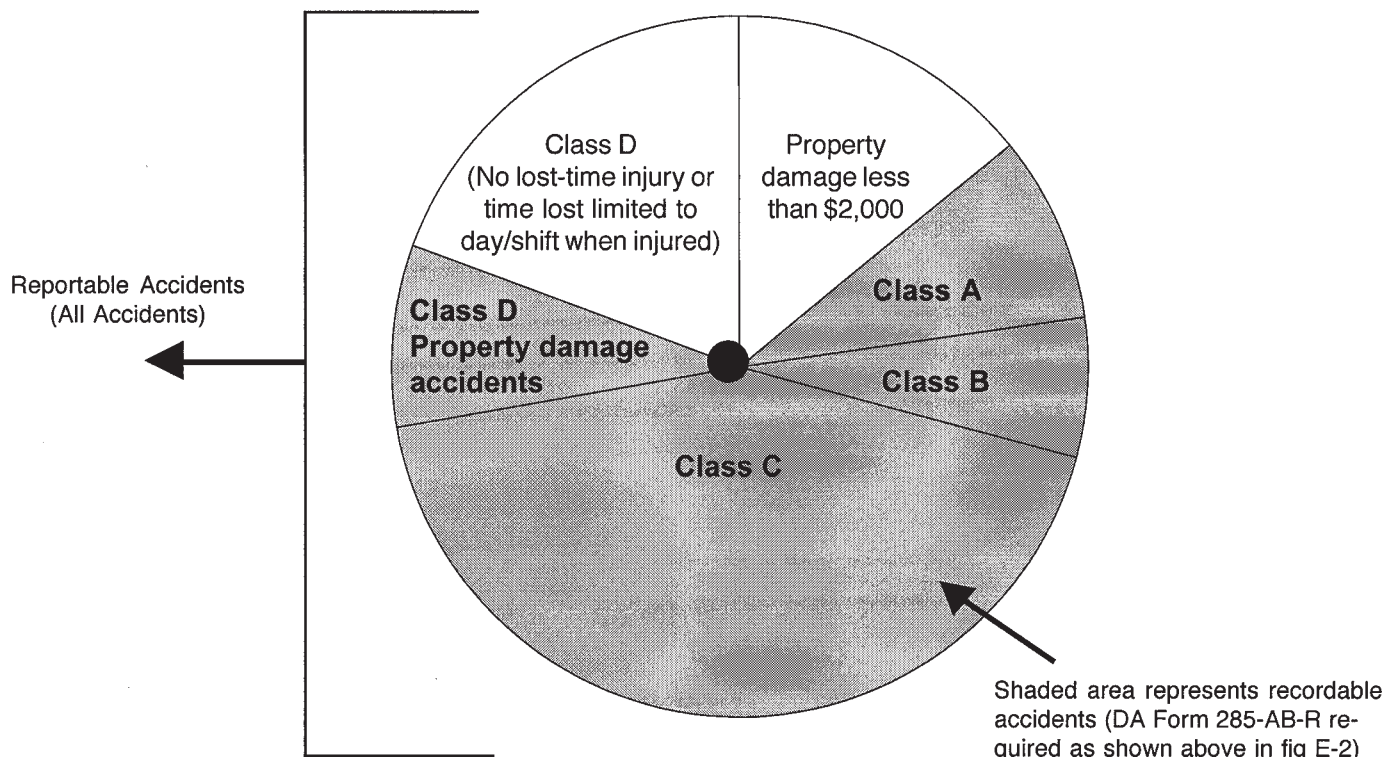


Figure F-3. Accident investigation, reporting, and records

ACCIDENT TELEPHONIC NOTIFICATION REPORT

(For use of this form see USAREC Reg 385-2)

SECTION A - TO BE COMPLETED ON ALL ACCIDENTS

1. Control #: N98-116
2. Brigade: 1st Rctg Bde 3. Battalion: Sample (1S)
4. Company: Smithville 5. Station: Towne Mall
6. Date/time reported: Year 2003, Month 05, Date 20, Hour 1345
7. Person reporting: Name Betty Chaffin Phone # DSN 536-0245
8. Person receiving report: Name SFC Kathy Daugherty (Truckmaster)
9. Incident date: Year 2003 Month 05 Date 20 Hour 1600
10. Type of accident: POV _____ Sports _____ Home _____ GOV ☒ Civilian on the Job _____
11. Gov't personnel name: SFC AnnMarie Claycamp
12. Gov't personnel grade: Officer _____, Enlisted E-7, Civilian _____
13. SSN: 123-45-6789 14. Duty status: On ☒, Off _____
15. Government personnel injured: Yes ☒, No _____ (If no, go to line 20)
16. Extent of Gov't personnel injury: Whiplash, neck strain, cuts
17. Number of workdays lost: 3 18. Restricted: 5 19. Hospitalized: 1
20. Fatality: Yes _____, No ☒
21. Drugs/alcohol involved: Yes _____, No ☒
22. Civilian data: Name/address Doug Cave, 6581 Van Hooris Court, Annapolis, MD 21403
23. Extent of civilian injury: Bruised kneecap
24. Exact location of incident: CITY ☒, RURAL _____
Intersection at Mahone and Jessup St., Smithville, MD
25. Description of incident: SFC Claycamp was proceeding with a left turn into an intersection when the automobile to her immediate front stopped suddenly due to an object entering into its path. SFC Claycamp applied her brakes but was unable to avoid the rear end collision due to insufficient reaction time and following too close.
26. Investigating officer: MAJ Robert Hinrichs Phone: DSN 536-0256

SECTION B - TO BE COMPLETED ON ALL VEHICLE ACCIDENTS

27. Vehicle Nomenclature: a. Mil Chevy Corsica Lic # G12-63923
- b. Civ Nissan two-door wagon Lic# _____ State Maryland
28. Description of damage: a. Mil Front end damage to body and tires.
- b. Civ Rear end damage.

USAREC Form 672, Rev 1 Nov 1993 (Previous editions are obsolete)

Figure F- 4. Sample of a completed USAREC Form 672

29. Mil cost: Estimated \$1,700.00, Actual \$2,017.58
30. POV cost: Estimated \$850.00, Actual _____
31. Other cost: Estimated NA, Actual _____
32. Police investigated: Yes ☒ , No _____ (if no, must do a walk-in report)
33. Citation issued: None, Military/Government ☒, Civilian _____
34. Driver Status: ☒ a. Recruiter, _____ b. Support personnel, _____ c. TDY personnel,
_____ d. Relieved recruiter, _____ e. Compassionate reassignment, _____ f. Other
35. Seat belts used: Yes ☒, No _____, NA _____
36. Number of passengers in GOV: _____, Passenger(s) injured: Yes _____, No ☒
37. DDC completed: Yes ☒, No _____
38. Refresher training date: December 2003
39. Domicile to duty: Yes _____, No ☒, NA _____
40. Road conditions: ☒ a. Dry, _____ b. Wet, _____ c. Ice
41. Road type: _____ a. Straight, _____ b. Curve, _____ c. Parking lot
☒ d. Controlled intersection, _____ e. Uncontrolled intersection
42. Weather conditions: _____ a. Rain, ☒ b. Clear, _____ c. Fog, _____ d. Snow,
_____ e. Other (explain) _____
43. Animal involved: Yes _____, No ☒

SECTION C - USAREC SAFETY OFFICE USE ONLY

44. Type accident: _____ a. Property, _____ b. Personnel injury,
_____ c. Serious incident, _____ d. GOV, _____ e. POV
45. Recordable: Yes _____, No _____ 46. Preventable: Yes _____, No _____
47. Mil responsible cost: _____
48. Cause of preventable:
- _____ a. Following too closely
 - _____ b. Improper backing
 - _____ c. Improper turning
 - _____ d. Improper passing
 - _____ e. Failure to maintain control
 - _____ f. Too fast for conditions
 - _____ g. Failure to obey signal/sign
 - _____ h. Fail to yield right of way
 - _____ i. Fail to anticipate
 - _____ j. Other (explain) _____
49. Completion date: _____

Figure F- 4. Sample of a completed USAREC Form 672 (Continued)

(For use of this form see USAREC Reg 385-2)

1. Brigade/Battalion: 6th Rctg Bde/Denver Rctg Bn	2. RSID: 6D	3. Quarter/Fiscal Year: 4th/FY03	4. Date: 5 Jan 04	5. Page <u>1</u> of <u>3</u>
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1. Number of accidents over \$2,000 (Recordable): 2	2. Total cost: 1,175
---	----------------------

[illegible]

UPDATE • USAREC Reg 385-2

PERSONAL INJURY SUMMARY REPORT

(For use of this form see USAREC Reg 385-2)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by 5 USC, section 7902, and 10 USC, section 3013.

PRINCIPAL PURPOSE: Information collected will be used to track all personal injury incidents within the command.

ROUTINE USES: None

EFFECTS OF NOT PROVIDING THE INFORMATION: None

To be completed by the S1 by compiling all serious incident reports for reported off- and on-duty personal injuries and any other personal injuries for DA civilians on the job. Forward to your brigade safety officer when completed for brigade review.

NOTE: If an individual is injured at work and misses a complete normal workday, which could be 4 hours last half of day and 4 hours first part of next day in a normal 8 hour workday, a control number will need to be issued for that missed day. Contact your brigade safety officer for more information.

Accident avoidance course (AAC) or defensive driving course (DDC) must be completed every 4 years and is mandatory for soldiers. Civilians and contractors only if operating Government-owned vehicles.

1. BRIGADE, BATTALION, OR COMPANY: Atlanta Rctg Bn	2. RSID: 3A	3. PERIOD (check one): <input type="checkbox"/> Month <input checked="" type="checkbox"/> Quarter <input type="checkbox"/> Fiscal Year	4. DATE: 5 Apr 03
---	----------------	---	----------------------

5. PERSON COMPLETING FORM:			
a. Name: Joe Safety	b. Rank: GS-7	c. Position: S1/Safety Officer	d. Complete Telephone No.: (770) 951-2404

6. TOTAL NUMBER OF PERSONAL INJURIES:

7. MILITARY:				
a. Total number of injuries (on-duty):	c. Total number of workdays lost:	d. Total days hospitalization:	e. Total fatalities:	
b. Total number of injuries (off-duty):				

8. DA CIVILIAN:				
a. Total number of injuries (on-duty only):	c. Total number of workdays lost:	d. Total days hospitalization:	e. Total fatalities:	

9. ACCIDENT INFORMATION:				
a. Status (check one): <input checked="" type="checkbox"/> DA civilian on-duty <input type="checkbox"/> Service member on-duty <input type="checkbox"/> Service member off-duty				b. Date of injury: 21 Jan 03
c. Name of injured: Bob White	d. Rank: GS-12	e. SSN: XXX-XX-XXXX	f. Date of birth: XXXXXX	g. Complete telephone no.: (XXX) XXX-XXXX
h. Unit: Atlanta Rctg Bn		i. RSID: 3A	j. POV related? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
k. Motorcycle accident? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		l. Completed Army motorcycle safety course? <input type="checkbox"/> Yes <input type="checkbox"/> No		
m. Date completed AAC or DDC:		n. Days on quarters:	o. Days in hospital: 1	
p. Total lost days: 2	q. If lost day, include control number: E03-019	r. Still on convalescent leave? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
s. Nature or cause of injury (explain fully): Slipped in parking lot after getting out of his car coming in that morning. SIR was also filled out and forwarded. USAREC Form 672 was filled out and control number issued by USAREC Safety.				

10. ACCIDENT INFORMATION:				
a. Status (check one): <input type="checkbox"/> DA civilian on-duty <input type="checkbox"/> Service member on-duty <input checked="" type="checkbox"/> Service member off-duty				b. Date of injury: 02 Jan 03
c. Name of injured: Sammy Sosa	d. Rank: CPT	e. SSN: XXX-XX-XXXX	f. Date of birth: XXXXXX	g. Complete telephone no.: (XXX) XXX-XXXX
h. Unit: Atlanta Rctg Bn/Savannah Rctg Co		i. RSID: 3A2I	j. POV related? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
k. Motorcycle accident? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		l. Completed Army motorcycle safety course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
m. Date completed AAC or DDC: 13 Feb 03		n. Days on quarters: 5	o. Days in hospital: 10	
p. Total lost days: 15+	q. If lost day, include control number: E03-020	r. Still on convalescent leave? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
s. Nature or cause of injury (explain fully): Service member on off time was sideswiped. USAREC Form 672 and SIR was filled out and forwarded.				

Figure F-6. Sample of a completed USAREC Form 1239

11. ACCIDENT INFORMATION:						
a. Status (check one): <input type="checkbox"/> DA civilian on-duty <input type="checkbox"/> Service member on-duty <input type="checkbox"/> Service member off-duty					b. Date of injury:	
c. Name of injured:		d. Rank:	e. SSN:	f. Date of birth:	g. Complete telephone no.:	
h. Unit:			i. RSID:	j. POV related? <input type="checkbox"/> Yes <input type="checkbox"/> No		
k. Motorcycle accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		l. Completed Army motorcycle safety course? <input type="checkbox"/> Yes <input type="checkbox"/> No				
m. Date completed AAC or DDC:			n. Days on quarters:		o. Days in hospital:	
p. Total lost days:		q. If lost day, include control number:		r. Still on convalescent leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		
s. Nature or cause of injury (explain fully):						
12. ACCIDENT INFORMATION:						
a. Status (check one): <input type="checkbox"/> DA civilian on-duty <input type="checkbox"/> Service member on-duty <input type="checkbox"/> Service member off-duty					b. Date of injury:	
c. Name of injured:		d. Rank:	e. SSN:	f. Date of birth:	g. Complete telephone no.:	
h. Unit:			i. RSID:	j. POV related? <input type="checkbox"/> Yes <input type="checkbox"/> No		
k. Motorcycle accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		l. Completed Army motorcycle safety course? <input type="checkbox"/> Yes <input type="checkbox"/> No				
m. Date completed AAC or DDC:			n. Days on quarters:		o. Days in hospital:	
p. Total lost days:		q. If lost day, include control number:		r. Still on convalescent leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		
s. Nature or cause of injury (explain fully):						
13. ACCIDENT INFORMATION:						
a. Status (check one): <input type="checkbox"/> DA civilian on-duty <input type="checkbox"/> Service member on-duty <input type="checkbox"/> Service member off-duty					b. Date of injury:	
c. Name of injured:		d. Rank:	e. SSN:	f. Date of birth:	g. Complete telephone no.:	
h. Unit:			i. RSID:	j. POV related? <input type="checkbox"/> Yes <input type="checkbox"/> No		
k. Motorcycle accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		l. Completed Army motorcycle safety course? <input type="checkbox"/> Yes <input type="checkbox"/> No				
m. Date completed AAC or DDC:			n. Days on quarters:		o. Days in hospital:	
p. Total lost days:		q. If lost day, include control number:		r. Still on convalescent leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		
s. Nature or cause of injury (explain fully):						
14. ACCIDENT INFORMATION:						
a. Status (check one): <input type="checkbox"/> DA civilian on-duty <input type="checkbox"/> Service member on-duty <input type="checkbox"/> Service member off-duty					b. Date of injury:	
c. Name of injured:		d. Rank:	e. SSN:	f. Date of birth:	g. Complete telephone no.:	
h. Unit:			i. RSID:	j. POV related? <input type="checkbox"/> Yes <input type="checkbox"/> No		
k. Motorcycle accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		l. Completed Army motorcycle safety course? <input type="checkbox"/> Yes <input type="checkbox"/> No				
m. Date completed AAC or DDC:			n. Days on quarters:		o. Days in hospital:	
p. Total lost days:		q. If lost day, include control number:		r. Still on convalescent leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		
s. Nature or cause of injury (explain fully):						
15. BRIGADE REVIEWER:						
a. Name:		b. Rank:	c. Title:			
Willie Bond		GS-11	Safety Officer/S1/2dRctg Bde			
d. Complete Telephone No.:			e. Date:			
(XXX) XXX-XXXX			5 Apr 03			

USAREC Form 1239, 1 Mar 2003 (Reverse)

Figure F-6. Sample of a completed USAREC Form 1239 (Continued)

Appendix G

Newcomers Safety and Occupational Health Briefing

1. Welcome to _____ unit. The following information is provided to orient you to the safety requirements of this command. It also serves to inform you of your basic rights in accordance with Army policy and the Occupational Safety and Health Act.

2. Designated safety representatives are responsible for the management of this unit's safety program. They will monitor all aspects of the unit's safety program and report directly to the commander regarding safety-related issues. Additionally, the unit safety officials will serve as your point of contact for accident reporting, safety information, and any suggestions for safety program improvements. The safety representatives for this command are as follows:

- a. Unit Safety Officer: _____.
- b. Assistant Safety Officer/Safety NCQ: _____.
- c. Unit Vehicle Manager/Admin Log Clerk: _____.

3. Each individual will comply with all Department of Defense occupational safety health standards and report any hazardous conditions, injuries, illnesses, or other mishaps promptly to your superior. Commensurably, noted individual safety initiatives which contribute to the overall unit's safety goals will be recognized appropriately. You should be aware of the following:

- a. In accordance with AR 385-40, persons involved in, or aware of an accident, will promptly report it. This report will be made to your immediate supervisor or the next person in your chain of command.

- b. The supervisor will immediately notify the appropriate unit safety representative. The safety official will determine if further investigation is required.

- c. The following are examples of reportable incidents:

- (1) All GOV accidents regardless of who is at fault.
- (2) Personal injury, or military on-duty or off-duty and on-duty civilian injuries or occupational illness.
- (3) Damage to any Army property.
- (4) Occupational illness.
- (5) Injury or illness to non-Army personnel or damage to non-Army property as a result of Army operations.

- d. You have the right and duty to report an unsafe and/or unhealthful work condition. Reports under these conditions will be completed on DA Form 4755 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions) (see fig G-1). In an eminent danger situation, report it without hesitation to the nearest supervisor, safety officer, or commander. E-mail sent to the USAREC Safety Office will be kept in complete confidence to protect the identity of persons reporting the unsafe act. Send to: USAREC.Safety@usarec.army.mil.

4. Any USAREC employee who is injured on the job or suffers from occupational illness, should seek appropriate medical attention for observation and/or treatment. Injured civilian personnel should obtain the following forms from his or her supervisor: DOL Form CA 16 (filled out and signed by supervisor); and a copy of DOL Form CA 1 and DOL Form CA 2 (originals to be kept on file by the supervisor with copies furnished to the USAREC Safety Office, supporting occupational health nurse, and civilian personnel office). In the event of an emergency, the forms may follow as soon as practicable.

5. If you will be driving a USAREC vehicle, you must meet the following requirements:

- a. Possess a valid state driver's license.
- b. Have DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) on file with the unit's vehicle manager. Driver's license, driver's training and awards, and traffic violations must be annotated on the original copy of DA Form 348.
- c. Attend an Army-approved accident avoidance training class, pass the test, and have in your possession a HQ USAREC Form 1920 (Accident Avoidance Course Certification Card) which is required for operating all GOVs. This is required training every 4 years for soldiers, DA civilians operating GOVs, and contractors operating GOVs.
- d. Be trained in the use of the vehicle fire extinguisher annually by a fire-fighting professional. A training tape may be used as long as the USAREC Safety Office approves it.

6. If you are new to _____ (state) _____, information on state and local traffic laws, weather conditions, and traffic conditions may be provided. Should you decide to obtain a _____ (state) _____ license, the nearest testing facility is located at _____.

7. Your status as a military member or DA civilian employee does not entitle you to exemption from the applicable state and local traffic laws and ordinances. Operators are responsible for the payment of fines imposed on them for violations of traffic laws and ordinances. You will not be reimbursed for these fines. The following are general safety requirements and apply to anyone occupying a Government-owned and/or -leased vehicle.

- a. Number of passengers are limited to the number of seatbelts with shoulder belts available.

- b. Seatbelts will be worn at all times (in both GOVs and POVs).
- c. Headlights will be on at all times.
- d. No one is allowed to smoke in a GOV.
- e. You are prohibited from eating or drinking while operating a GOV.
- f. Do not operate a GOV within 8 hours of consuming an alcoholic beverage. Such action is also prohibited by USAREC Reg 56-1. The regulation also extends this prohibition to vehicles rented at Government expense (not to be confused with vehicles rented during official temporary duty by contract between individual and rental company).
- g. Do not operate a GOV between the hours of 2300 and 0400 without written approval of the Rctg Co or Rctg Bn commander.
- h. While operating a GOV, cell phones are authorized for use only after operator has pulled over. GOV operators are not authorized to use hands-free kits. USAREC personnel must observe state laws and local ordinances which prohibit the use of cell phones while driving.
- i. POV inspections are conducted 1 week prior to all federally recognized holidays.

8. Use of GOVs (see USAREC Reg 56-1):

- a. GOVs are FOR OFFICIAL USE ONLY.
- b. Do not use GOVs for personal business (i.e., going to the PX, Class VI, banking facilities, laundry, or residence).
- c. Do not transport family members, retired military personnel, or other USAREC personnel for unofficial business.
- d. Park GOVs in areas that minimize damages due to traffic, vandalism, and crime.

9. Emergencies. In case of breakdown, do everything you can to prevent an accident. Place a highway warning device far enough behind the disabled vehicle to alert approaching traffic of the cautious situation that is immediately ahead.

10. Accident reporting. If you are involved in a GOV accident follow these procedures:

- a. Summon emergency medical and/or rescue personnel if injuries are involved.
- b. Report all accidents to local police authorities.
- c. Fill out accident forms (i.e., SF 91) at the scene of the accident.
- d. Notify the Rctg Bn vehicle manager immediately. After duty hours, leave a message on the answering machine.

11. You must report all accidents (GOVs, personal injuries, POVs) to your supervisor who in turn will make sure that appropriate unit safety representatives are notified so that they may follow through on reporting procedures to the USAREC Safety Office.

12. Signed: _____ Date: _____

13. Safety Officer/NCO: _____

To be kept on file until the person leaves the unit.

EMPLOYEE REPORT OF ALLEGED UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

For use of this form, see AR 385-10; the proponent agency is Office of the Inspector General.

This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the local Safety Office (Ref OSHA Poster on rights of employees and their representatives).

The undersigned (check one)

☒ Employee ☐ Representative of employees ☐ Other (Specify) _____

believes that a job safety or health hazard exists at the following place of employment

Technical Services Library (Main Room), Bldg. 6581, Training Directorate, HQ USAREC.

Does this hazard(s) immediately threaten serious physical harm ☒ Yes ☐ No

If "yes" checked, immediately contact your supervisor or safety representative. I did, but problem still exists.

Name of official in charge Mrs. Ruth Hinrichs Telephone DSN 536-0686

Operation/Activity Library

Exact location of worksite The whole main room, especially near air conditioning vents.

1. Kind of operation Shelving and customer service station (student study booths).

2. Describe briefly the hazard which exists there including the appropriate number of employees exposed to or threatened by such hazard
White powder blows down from the ceiling when the air conditioner runs. Sometimes it gets all over desk, wall, and floor. Suspect asbestos dust, but no one has checked to validate health concern. Only two of us work in the room daily, however a lot of patrons come through.

3. List by number and/or name the particular occupational safety and health standards(s) which may have been violated, if known
I don't know, but I feel the law provides protection.

4. (a) To your knowledge, has this hazard been the subject of any union/management grievance or have you (or anyone you know) otherwise called it to the attention of, or discussed it with the employer or any representative thereof? I don't think so.

(b) If so, please give the results thereof, including any efforts by management to eliminate or reduce the severity of the hazard
My supervisor says it can't be asbestos, cause the building is too modern.

5. Please indicate your desire:

☐ I do not want my name revealed to the official in charge.

☒ My name may be revealed to the official in charge.

WORK LOCATION Technical Services Library, Bldg. 6581	TELEPHONE NO. 626-6540	DATE 23 Apr 2003
TYPED OR PRINTED NAME OF EMPLOYEE OR EMPLOYEE REPRESENTATIVE Ms. Becky Redmond	SIGNATURE /signed/	

DA FORM 4755
1 OCT 78

Figure G-1. Sample of a completed DA Form 4755

Appendix H

United States Army Recruiting Command's Accident Prevention Awards Program

H-1. General

The purpose of this appendix is to describe USAREC's Accident Prevention Awards Program. It is the policy of this command to recognize its subordinate units and assigned personnel for their significant contributions toward the enhancement of S&OH initiatives of the command.

a. It is contrary to DA policy to approve duplicate awards for the same event. The party initiating the award must determine which would be the most prestigious, the S&OH award or some other form of recognition.

b. Emergency situations will not be considered for an award if they are self-induced, if they occur because of noncompliance with published regulations or procedures, or if it is determined that no emergency actually existed.

H-2. Responsibilities

Rctg Bde, Rctg Bn, and Headquarters Company commanders will:

a. Recognize and reward subordinate elements and individuals for noteworthy contributions in accident prevention. The USAREC Safety Office is available to assist in gathering statistical data and historical information pertaining to subordinate units.

b. Resource the awards program.

c. Review and approve award nominations.

d. Have a functioning safety awards program that awards driving awards, quarterly and yearly awards, as a minimum.

H-3. Unit safety awards

a. An annual safety award will be awarded to each Rctg Bde, Rctg Bn, and the Headquarters Company which achieves a 10 percent reduction in the total number of GOV accidents during the FY.

b. An annual safety award will be presented to each Rctg Bn if the unit achieves a zero accident frequency rate during the FY. (Frequency rates are based on the number of recordable GOV accidents minus property damage, HWP per million miles driven.)

c. To ensure proper emphasis is placed on safety the CG or designated representative will present safety achievement awards for Rctg Bdes and Rctg Bns during the annual Commander's Conference.

H-4. Drivers awards

a. The basic criteria and eligibility requirements for the award of the Driver and Mechanic Badge with Driver-W component bar is outlined in AR 600-8-22, paragraph 8-28.

b. United States Army Motor Vehicle Driver Safety Award, DA Form 1119 (Certificate of Achievement in Safety), DA Form 1119-1 (Certificate of Achievement in Safety), and DA Form 2442 (Certificate of Achievement).

(1) Recipients. Army military personnel and Army civilian employees who, as part of their routine duties (to include unit support personnel) are required on a regular basis to drive GOVs.

(2) Eligibility requirements. A nominee must complete the following miles without any "at fault"

military or civilian on-duty vehicle accident(s) and have no convictions of moving traffic violations or revocations:

(a) 8,000 miles of Army administrative vehicle operation (AVO) or 12 months.

(b) 15,000 miles of Army AVO.

(c) 30,000 miles of Army AVO.

(d) 45,000 miles of Army AVO.

(e) 60,000 miles of Army AVO.

(f) 75,000 miles of Army AVO.

(g) 100,000 miles of Army AVO.

(h) 125,000 miles of Army AVO.

(i) 150,000, 200,000, 250,000, and 300,000 miles of Army AVO (increments of 50,000).

c. The Commanding General's Certificate of Achievement will be awarded to USAREC military and civilian drivers who have driven 100,000 accident-free miles in a Government vehicle. Photocopies and a narrative will be forwarded to HQ USAREC (RCCS-SAF). The completed certificate will be returned to the unit for presentation. The award eligibility requirements are as stated in (2) above. Commanders must verify the following:

(1) DA Form 348 will not reflect any Army motor vehicle (AMV) accidents or traffic violations for the period in which the 100,000 accident-free miles were driven.

(2) Proposed recipient has actually driven 100,000 miles in a Government vehicle and that the mileage data information is accurately recorded.

H-5. Individual safety awards

a. DA Form 1118 (Certificate of Merit for Safety). Organizations and activities that achieve 1-year periods of accident-free operations and individuals that demonstrate outstanding achievements in accident prevention are eligible for this award. A plaque will accompany this certificate.

b. Spontaneous (on-the-spot or impact) awards. Individuals may receive on-the-spot awards for making significant contributions in S&OH. These items may consist of certificates, plaques, and other incentive items, such as safety knives, mugs, cups, pens, key chains, portfolios, flashlights, penlights, eyewear cases, radios, first aid kits, coins, wall clocks, clothing, etc., in accordance with AR 385-10. Rctg Bde and Rctg Bn commanders must resource this element of their awards program.

c. Awards used for safety program promotion can greatly enhance safety program goals and are authorized in accordance with AR 385-10, AR 600-8-22, and AR 672-20. The use of promotional items to recognize safe performance is encouraged.

(1) Promotional items must be distributed for valid reasons, for actions observed and not with such frequency that they lose meaning.

(2) The safety manager must approve purchase of these items.

(3) Clearly identify all items as safety items via printing, logos, or other means.

(4) All items costing less than \$50 but more than \$25 will be distributed on a case-by-case basis approved by the safety manager. CDSOs and safety specialists per (1) above may distribute items less than \$25.

(5) Promotional items will not be recorded on property books and must be secured with the

implementation of internal controls.

(6) Compliance with the above criteria will be an item of inspection during annual safety program evaluation.

d. United States Army Safety Guardian Award. Headquarters, Department of the Army presents this award to individuals who perform extraordinary action in an emergency situation (see NOTE below). The unit commander may nominate individuals for this award through the chain of command. The USAREC Safety Officer will serve as the command's point of contact for documentation requirements. Proposed recipients must have accomplished one of the following:

(1) Prevented an imminent danger situation to include life saving or rescue work.

(2) Made a significant contribution to minimize or prevent damage to Army property or prevented injury to personnel.

NOTE: Emergency situations will not be considered for the award if they are self-induced, if they occurred because of noncompliance with published regulations or procedures, or if determined that no emergency actually existed.

Appendix I

Fire Prevention and Protection

I-1. This appendix covers USAREC's Fire Prevention and Protection Program. It delineates command and individual responsibilities in preventing injuries, loss of life, or property damage caused by fire and outlines specific steps that will ensure an effective fire safety program.

I-2. The unit CDSO is responsible for monitoring the effectiveness of the unit's fire prevention and protection program. Additionally, the CDSO will:

- a. Ensure that the unit fire marshal and activities or building fire wardens are appointed on orders and are briefed on their duty requirements.
- b. Ensure that the unit fire marshal and warden attend a basic fire prevention training course upon initial assignment and refresher training annually. (This training may be coordinated with local fire stations free of charge.)
- c. Coordinate and monitor building and facilities inspections conducted by area fire inspectors. Maintain records of noted deficiencies and corrective actions.

I-3. The unit fire marshal will:

- a. Promptly inform the CDSO of deficiencies or hazards requiring the immediate attention of others that must take the necessary corrective action towards eliminating any situation that would impede or impair fire prevention or evacuation in the event of fire.
- b. Enforce fire regulations, plans, and local fire codes within their area of responsibilities.
- c. Coordinate the development of fire evacuation plans for all buildings and facilities occupied by unit personnel.
- d. Determine that personnel have been trained in the use of fire extinguishers, how to report fires, and fire prevention measures.
- e. Ensure vehicle fire extinguishers are in the unit's vehicles and conform to this regulation.

I-4. The facility or activity fire warden will:

- a. Be appointed by commanders including Rctg Co and detachment commanders, or chiefs of directorates to serve the additional responsibilities of fire warden. Fire wardens may be officers, NCOs, or civilian employees assigned to the unit or organizational activity.
- b. They will assist the organization fire marshal in the performance of their duties relative to fire prevention and protection.
- c. Fire wardens will ensure that all personnel know how to report a fire, how to use a fire extinguisher, area evacuation route, and practice fire preventive and protection measures.
- d. Fire wardens will monitor the areas in which they are responsible to detect and eliminate fire hazards, ensure that proper fire prevention measures are being practiced, and ensure fire extinguishers are properly sealed and serviceable.

I-5. General fire prevention and protection practices.

- a. Fire evacuation graphic plans are not required in buildings where exits are obvious or familiar to all occupants including visitors. If

routes of exits require markings for complex structures, there should be posters or lighted exit signs as required by NFPA 101 (Life Safety Code) for the specific occupancy.

- b. Malfunctioning electrical devices will be disconnected or turned off until repaired or replaced.

- c. Water will not be applied to live electrical fires. Electrical fires will be extinguished by use of Halon or Dry Chemical fire extinguishers.

- d. Electrical appliances will be connected to approved outlets and those located in latrines and shower facilities will be of ground fault circuit interrupter wall mount and breaker type only.

- e. Appliances, extension cords, and multiple sockets will meet the Underwriters Laboratory standard and be of sufficient size to carry the connected load.

- f. The only multiple outlet extension cords authorized are the fused-strip type 6 feet or less.

- g. When appliance or extension cords are over 8 feet long, they will not be placed under rugs, around pipes or ducts, run through walls, or run through other damp or dangerous areas and are for temporary use only not to exceed 6 months. If needed for more than 6 months (called permanent), facility wiring and outlets must be approved to replace flex cords being used for permanent wiring.

- h. Extension cords will not be fastened to walls or used in place of permanent wiring.

- i. Frayed, defective, or spliced cords will not be used nor will they be locally repaired unless approval from the manufacturer in writing is received and on file. Temporary repairs with electrical tape is not authorized.

- j. Oversized and expedient type fuses will not be used.

- k. Tampering with circuit breakers and fuses is prohibited.

- l. Damaged, defective, or inoperative heating equipment will be reported through supervisors to appropriate maintenance personnel without delay.

- m. Furnace and boiler rooms will not be used as storage areas and will be kept free of trash and debris at all times.

- n. Six inches of air space will be maintained around the outside of all warm air ducts, steam pipes, and radiators. This space will not be obstructed in any manner.

- o. Electrical or other domestic type space heaters will not be used or installed without specific written approval from the local governing authority (fire marshal).

- p. Unattended or unauthorized cooking is prohibited. No cooking on barbecue grills or use of toasters or ovens will be performed inside buildings, on porches, balconies, or within 25 feet of any USAREC-occupied facility. Only industrial kitchen coffee makers ("Bunn" type with three-prong ground plugs) and microwaves (also three-prong plugs) are authorized with fire marshal approval. The use of ground fault circuit interrupter plugs (wall type) with these items is mandatory.

- q. Decals designating type and use of fire extinguishers will be displayed directly on the fire extinguisher.

- r. Fire extinguishers will be suspended from

hangers with the top of the fire extinguisher not over 5 feet from the floor. They will not be placed on the floor without a source of support and securing that allows for immediate use.

- s. All fires or explosions (regardless of size) will be reported.

- t. Locking, securing, or blocking of exits when a building is occupied is in violation of Federal Law (Statute: 1590 et seq. 29 USC 651 et seq. Public Law: 91-596, 91st Congress, S. 2193, and federal implementation by Executive Order 11807); thus, the requirement is mandatory and not discretionary. The law does not prohibit the locking of the exits so that entrance can be gained from the exterior, but does stipulate that when a building is occupied there must be free and unobstructed egress from all parts of the structure.

- u. No items will be placed in stairwells that are protected by fire doors and considered a route of egress.

- v. Fire extinguishers will be placed in all USAREC GOVs. The operator will sign for and maintain. Also, operators will be trained by certified fire professionals in the use, care, and storage of the issued vehicle fire extinguisher. The fire extinguisher will be of a serviceable type (reusable or refillable), 2-1/2 to 2-5/8 pound capacity, ABC dry chemical, charge indicator, and have all required markings. Training by video will be allowed with written approval of the USAREC Safety Office.

- w. Fire extinguishers will only be used to assist in egress of vehicles or to reduce injuries associated with vehicle fires. Any other use of fire extinguishers will be limited to the aid of people only. Unauthorized uses including fighting vehicle fires where all personnel have already egressed and structure fires. Once all occupants are away from the vehicle, the operator will ensure that no one approaches the vehicle except for emergency personnel.

Appendix J

Education Awareness and Training

J-1. Education versus training

Training is the process of developing skills in doing a job, performing an operation, or engaging in an activity. Education is the process of teaching discretion in the performance of a job, operation, or activity. In this connection, Army accidents can be classified in two types, operational and nonoperational. Operational accidents, those that occur in the performance of duty, can be significantly minimized by additional training and close supervision. Nonoperational accidents, such as off-duty POV accidents, require education to teach individuals to act safely when they are not under close supervision (when they are on their own).

J-2. Formal training

a. The USAREC Safety Office will be composed of S&OH professionals, GS-018 job series. The command safety officers must successfully meet, complete, and maintain job skills required for conducting the command's S&OH program. Since this will benefit the command, adequate funds will be allocated for continued training and program enhancements.

b. Unit NCOs (CDSOs) will participate in USAREC-recognized safety courses on an annual basis as a means for developing and enhancing their proficiency in implementing their unit's safety program. (US Army safety correspondence courses, CDSO course provided by local military installations, or training classes provided by the USAREC Safety Office during annual training conferences.) They will receive training within 180 days of appointment in writing.

J-3. Driver's training

a. Remedial driver's training is intended to instruct and correct personnel who have been identified as needing improvement in driving performance. If an operator of a GOV directly contributes to an accident, receives two moving violations in a 12-month period, or misuses a vehicle (vehicle abuse, displayed immature judgment, or horseplay is suspected), the commander will ensure that the driver receives the training within 30 days of the incident. Coordinate with the Rctg Bde safety representative for, "It's No Accident" video training module to enhance this training requirement.

b. Refresher driver's training will be conducted annually for all military and all DA civilians driving GOVs. This training requirement will be a minimum of 4 hours and will serve to establish and reinforce a positive attitude toward the driving task. This training may be held at the annual training conference. Units are encouraged to invite local law enforcement agencies or the command safety staff to conduct training.

c. Every 4 years soldiers must have the Accident Avoidance Class (AAC) to drive. All DA civilians and contractors must also have the AAC to drive GOVs and AMVs. The class is taught at many military installations. When a

course cannot be completed at a nearby installation the unit may request course materials for instruction. The AAC compact disk is available from the USAREC Safety Office. The USAREC Safety Office approves online courses. HQ USAREC Form 1920 will be issued upon completion and may help reduce certain personal insurance costs. Commanders will ensure all GOV and AMV operators complete the course. The USAREC Safety Office oversees the program and is the final approval authority on questions of certification. The USAREC Safety Office will issue a certification card (HQ USAREC Form 1920) after receipt of a signed memorandum from the individual's commander stating successful completion of the course or the printed test results (certificate). Memorandum may be faxed to (502) 626-0958 or DSN 536-0958 or mailed to HQ USAREC (RCCS-SAF). The memorandum or test results will include full name, last four digits of social security number, unit, date of completion, and commander's signature.

J-4. Seasonal safety training

Seasonal safety training subjects and requirements for when these subjects are to be conducted are as follows:

- a. New soldier orientation (during inprocessing).
- b. Cold weather awareness (October).
- c. Hot weather awareness (May).
- d. Office safety (annually).
- e. Recreational (seasonal).
- f. Risk management (each training session) to include use of USAREC Form 1144 (Risk Management Card).

J-5. Safety stand-down day

USAREC has taken great strides to improve safety performance. As part of a continuing effort a safety stand-down day (SSDD) is conducted annually to ensure the focus of USAREC remains on safety as a mission multiplier. An SSDD is set aside commandwide to promote safety awareness and reinforce safety procedures and practices during both on- and off-duty activities.

a. Each higher headquarters will review and approve the SSDD schedule for all subordinate units. Rctg Bde commanders will provide the USAREC Safety Office, through their respective DCG, an SSDD schedule (RS through Rctg Bde) no later than 14 days prior to the SSDD.

b. Commanders will focus on vehicle and driving safety, respective seasonal driver safety, firearm safety, and risk management. In addition, commanders will address special hazards associated with mission, geographic location, and recreational opportunities taking into account the accident history of their units and USAREC.

c. This is mandatory training for all employees of USAREC who are present for duty. Do not cancel scheduled temporary duty or leave identified prior to the setting of the SSDD date. Commanders will schedule makeup training for absent personnel as soon as possible. All commanders are to ensure safety training takes priority on SSDDs.

d. Respective safety personnel will be available at their commander's discretion to visit those units under their influence that have the highest accident rates and evaluate their training and overall focus on the USAREC Safety Program.

e. Only the USAREC CG can approve deviation from SSDD activities.

f. Each unit will pick the most applicable five accidents that have occurred within the last year and have a 5-minute brief on the accident. This is not intended to embarrass or punish the individual, but to ensure people are trained in specific hazards that may occur in the local driving area. If we can prevent an accident from happening to someone else by briefing these accidents, it will be well worth it. The commander in selection of briefing material will use good judgment.

J-6. Safety awareness

In addition to classroom training there are a number of educational and promotional techniques which commanders may use to add variety and interest to the unit safety program. These techniques fall into three general categories, the spoken word, the written word, and visual aids. Commanders at all levels will consider the following methods to supplement formal safety training:

a. The spoken word. Command safety briefings are conducted by commanders, first sergeants, division chiefs, and supervisors to personnel 1 week prior to holidays (to include training holidays), extended weekends, and on permanent change of station or expiration term of service. Personnel are reminded of how the Army's mission can be interrupted when military and/or Government personnel are lost (injured or killed) due to an accident.

b. The written word. The simplest, and perhaps the most generally used, means of reaching the diverse number of personnel assigned to each Rctg Bde and Rctg Bn will be through the distribution of printed materials, e-mail, or other computer-based media bearing specific safety messages. Commander's safety messages, unit news periodicals, handouts, and other devices can be effective in getting across safety information as part of the unit's safety educational program. Many new updates in technology may allow commanders to use more interactive means of getting the safety message out. When a more cost efficient way of doing things arises it shall be employed at the commander's discretion.

c. Visual aids. This method should be employed first to capture attention, then tell a brief, but meaningful message. Posters are provided by local installation safety offices or may be requested through the USAREC Safety Office to the Army Safety Center. Bulletin boards may be used to highlight specific goals of the unit and feature special accident prevention initiatives ongoing within the organization (accident photos, slogans, or safety messages).

Appendix K Motor Vehicle Accident Prevention

K-1. General

Motor vehicle accidents are the number one killer of soldiers. Driver error causes most motor vehicle accidents. Proper selection, training, and supervision of drivers will help to prevent these errors.

K-2. Responsibilities

a. Rctg Bde and Rctg Bn commanders are responsible for developing and maintaining effective GOV and POV safety programs to include aggressive motorcycle safety.

b. Individual operator responsibilities are described in AR 385-55 and USAREC Reg 56-1.

K-3. Requirements

a. Headlights will remain on at all times when GOVs are being operated by USAREC personnel. As a reminder, USAREC Label 18 (Drive With Low Beam Lights On) (see fig K-1) will be used. The decal will be placed at the top left of the inside portion of the windshield to make it visible to the driver as a reminder.

b. All USAREC personnel will conduct a risk assessment before operating a GOV. As a tool to assist leaders in identifying and assessing hazards, USAREC Form 1144 (see fig K-2) will be used. USAREC Form 1144 will remain in the GOV log book at all times. Another form will be issued to operators to keep in their planning guides for immediate use. All operators are responsible for knowing how to use risk management and USAREC Form 1144. The RS or Rctg Co commander will approve all low-risk operations. The Rctg Bn commander will approve all moderate-risk operations. The Rctg Bde commander will approve all high-risk operations. The USAREC CG, DCG, or CofS will approve all extremely high-risk operations prior to the United States Army Training and Doctrine Command commander's approval.

K-4. POV operation

POV accidents constitute the Army's most repetitive cause of fatalities and serious injuries. While commanders or supervisors do not control POV operators in the same manner as those using GOVs, there are many ways to lessen the chances of an accident and increase safety. The following requirements apply to unit POV safety programs:

a. Holiday inspection criteria. This program will be established in all USAREC organizations for military personnel and conducted yearly before all federal holidays. This inspection will be conducted by knowledgeable first-line supervisors using USAREC Form 1176 (POV Inspection Checklist) (see fig K-3).

b. All military personnel will use an approved seatbelt when riding in a POV. DA civilians will also when on a federal or state installation.

c. Safety briefings. Commanders will conduct quarterly POV safety briefings that emphasize seasonal driving hazards. Briefings will also emphasize the use of restraint systems, driving while fatigued, use of alcohol, and speeding. Commanders will also conduct safety briefings prior to holidays and extended leaves.

d. Recordkeeping for USAREC Form 1176. Rctg Bde CofS' will ensure a copy of USAREC Form 1176 is maintained on file until the next inspection on same vehicle. It will then be disposed of or maintained at the commander's discretion. Adhere to the Modern Army Recordkeeping System.

e. Military personnel operating bicycles will adhere to all laws and traffic regulations while on and off installations. DA civilians and contractors will also follow the following guidelines when operating on a federal and state military installation. They will wear the following:

(1) Approved bicycle helmet.

(2) Orange or yellow reflective vest.

(3) Shoes that cover the whole foot.

f. No headphones or earphones will be worn while operating on roads.

g. Bicycle will be equipped with a horn or other device to warn approaching pedestrians or vehicles.

h. Night operation requires a light mounted on the front that can be seen 50 feet ahead. Red light or reflector will be mounted on rear.

i. POVs will operate with lights on during fog, reduced visibility, and when wipers are turned on. This should be briefed at each safety briefing conducted.

K-5. Motorcycle operation and training

a. Requirements before commanders will allow soldiers riding motorcycles and all-terrain vehicles on and off federal and state military installations will include (this includes all motorcycle-type vehicles; two-, three-, or four-wheel vehicles, whether they are registered on installations or not):

(1) Successful completion of an Army-approved motorcycle safety course. Commanders are not allowed to let personnel defer the training requirement to allow soldiers to ride without the motorcycle safety course. Commanders will allow time during duty hours to complete the course and is at no cost to the soldier or DA civilian. Annual leave will not be charged for military or Department of Defense civilian personnel to attend the Army-approved motorcycle safety course.

(2) Department of Transportation approved helmet (full-face with face shield or goggles is mandatory for soldiers).

(3) Eye protection (Department of Transportation approved goggles or face shield).

(4) Gloves that cover the whole hand to include fingers.

(5) Long-sleeve shirt.

(6) Long trousers.

(7) Over-the-ankle boots or shoes that cover the whole foot.

(8) Reflective vest (orange or yellow).

(9) Motorcycle must be licensed with proof of insurance.

(10) State driver's license must be inspected and current and authorized motorcycle use.

b. All DA civilians and contractors will adhere to the same requirements as soldiers while operating on federal and state military installations.

c. Only courses meeting the Army Motorcycle Safety Course requirements as described in AR 385-55 are accepted. The USAREC Safety Office will assist in interpretation of the requirements as needed. A complete list of the nearest Motorcycle Safety Foundation locations, contact list, military and state motorcycle safety coordinators can be found online at: <http://msf-usa.org/pages/msfcontactsfs.html>.

d. Command guidance on implementing training and standards is found in USAREC Pam 385-2.

K-6. Hometown Recruiter Assistance Program personnel

a. Commanders will ensure that all newly assigned Hometown Recruiter Assistance Program (HRAP) personnel receive a newcomer's safety orientation briefing and a POV inspection using USAREC Form 1176 within 24 hours of arrival. The purpose of this briefing is to ensure HRAP members are informed of the unit's POV accident prevention program. HRAP members are to be briefed on the Army's Six-Point POV Program. They will also be briefed on special motorcycle safety requirements and POV operations in accordance with AR 385-55. Commanders will stress the need for safe vehicular operations, to include, using risk management principles. Emphasize that alcohol, excessive speed, not using seatbelts, and operator fatigue are the leading causes of POV injuries and fatalities in the Army.

b. No HRAP member will be allowed to operate a GOV under any circumstance.

c. No HRAP member is allowed to operate any motorcycle or all-terrain vehicle without proper training (approved Army motorcycle course) and protective gear.

d. RS commanders along with the unit commander are directly responsible for ensuring the safety mentoring of the HRAP member.

**DRIVE WITH
LOW BEAM LIGHTS ON!**

(For use of this form see USAREC Reg 385-2)

USAREC Label 18, 1 Dec 1995

Figure K-1. Sample USAREC Label 18

USAREC Form 1144, Rev 1 Jan 2002 (Previous editions are obsolete)

UPDATE • USAREC Reg 385-2

DO NOT ACCEPT ANY UNNECESSARY RISK and ensure RISK DECISIONS ARE MADE AT THE APPROPRIATE LEVEL

HAZARD SEVERITY

SEVERITY	The expected consequences of an event in terms of degree of injury, property damage, or other mission-impairing factors.
CATASTROPHIC	Death or permanent total disability, system loss, major damage, significant property damage, or mission failure.
CRITICAL	Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage, or significant mission degradation.
MARGINAL	Minor injury, lost workday incident, minor system damage, minor property damage, or some mission degradation.
NEGLECTIBLE	First aid or minor medical treatment, minor system impairment, or little or no impact on mission accomplishment.

<u>HAZARD PROBABILITY</u>	<u>RISK MANAGEMENT AT A GLANCE</u>
PROBABILITY The likelihood an event will occur. FREQUENT Occurs often or continuously experienced. LIKELY Occurs several times. OCCASIONAL Occurs sporadically. SELDOM Unlikely, but could occur at some time. UNLIKELY Can assume it will not occur.	Risk management identifies and controls hazards before they become accidents. Risk management applies to all missions at all times. The following FIVE STEPS are applied: 1. <u>Identify the Hazard/Risk:</u> What is or is not risky? Consider all aspects of current and future missions, environment, and known risks. 2. <u>Assess the Hazard/Risk:</u> How big is the risk? Label it from "low" to "extremely high." How likely will the hazard occur? If the hazard does happen, how bad will it be? 3. <u>Develop Controls and Make Risk Decisions:</u> What can stop or reduce the hazard? Create controls to reduce the hazard until the lower risk outweighs the potential damage. 4. <u>Implement Controls:</u> Make sure everyone knows, and uses, the controls you created. 5. <u>Supervise and Evaluate:</u> Visit the troops doing the work. Do the controls work? Supervise and revise until they do!

RISK Assessment Matrix							
For more on RISK MANAGEMENT see FM 100-14.			PROBABILITY				
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
S E V E R I T Y	Catastrophic	I	Extremely		HIGH		
Critical	II	HIGH					
Marginal	III	MODERATE			LOW		
Negligible	IV						

Figure K-2. Sample of a completed USAREC Form 1144 (Continued)

POV INSPECTION CHECKLIST
(For use of this form see USAREC Reg 385-2)

OWNER/OPERATOR'S NAME: CWO John A. Kolkman

UNIT: R Troop, 4th Squadron, 3rd ACR

DUTY PHONE: (502) 555-1000

YEAR/TYPE VEHICLE: 2003 Chevrolet, Corvette

MILEAGE: 11,500

NOTE: Maintain record until vehicle is reinspected or sold.

<u>ITEM</u>	<u>SAT</u>	<u>UNSAT</u>	<u>REMARKS</u>
<u>LIGHTS</u>			
a. Headlights	<u>X</u>		
b. Taillights	<u>X</u>		
c. Backing lights	<u>X</u>		
d. Emergency flashers	<u>X</u>		
e. Turn signal indicators	<u>X</u>		
f. Brake lights	<u>X</u>		
g. Parking lights	<u>X</u>		
<u>GLASS</u>			
a. Windshield (cracks must not impair vision)	<u>X</u>		<u>Cracked on passenger side</u>
b. Rear window	<u>X</u>		
c. Rear-view mirror	<u>X</u>		
NOTE: Tint must be in accordance with state laws.			
<u>EXHAUST SYSTEM</u>	<u>X</u>		
<u>WINDSHIELD WIPERS/WASHERS</u>		<u>X</u>	<u>Missing blade, needs to buy a new one</u>
<u>HORN</u>	<u>X</u>		
<u>BUMPERS</u>			
a. Must be present and stable	<u>X</u>		
b. Missing	<u>X</u>		
<u>STEERING SYSTEM</u>	<u>X</u>		
<u>BRAKE SYSTEM</u>			
a. Driving brakes	<u>X</u>		
b. Emergency brakes	<u>X</u>		
<u>TIRES</u> (including spare and changing equipment)	<u>X</u>		
<u>SUSPENSION SYSTEM/SHOCK ABSORBERS/SPRINGS</u>	<u>X</u>		

<u>OVERALL RATING</u>		<u>X</u>	<u>Needs to correct wipers</u>
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Figure K-3. Sample of a completed USAREC Form 1176

1. PRIVATELY OWNED VEHICLE (4-WHEEL)	<u>YES</u>	<u>NO</u>
a. Valid Driver's License	<u>X</u>	<u> </u>
b. Valid State Registration	<u>X</u>	<u> </u>
c. Valid Post Registration	<u>X</u>	<u> </u>
d. Proof of Insurance	<u>X</u>	<u> </u>
e. Successfully Completed Accident Avoidance Course (present HQ USAREC Form 1920 (Accident Avoidance Course Certification))	<u>X</u>	<u> </u>
f. Safety Belts Present and Operational	<u>X</u>	<u> </u>
g. Is this the only vehicle you own?	<u>X</u>	<u> </u>
h. (Only if item 1g is NO.) Is this the vehicle you intend to drive during the holiday period?	<u>X</u>	<u> </u>

2. PRIVATELY OWNED VEHICLE (2-WHEEL)		
a. Valid Operator's License	<u> </u>	<u> </u>
b. Valid State Registration	<u> </u>	<u> </u>
c. Valid Post Registration	<u> </u>	<u> </u>
d. Proof of Insurance	<u> </u>	<u> </u>
e. Successfully Completed Army Motorcycle Safety Course	<u> </u>	<u> </u>
f. Helmet, DOT Approved (suggest full-face but not required)	<u> </u>	<u> </u>
g. Safety Gear: Eye Protection, Full-fingered gloves, long trousers, long-sleeved shirt or jacket, high-visibility garments (bright color for day and retro-reflective for night), leather boots or over-the-ankle shoes.	<u> </u>	<u> </u>

DATE INSPECTED: 22 Nov 2003 INSPECTOR: MAJ M. Gattis

Figure K-3. Sample of a completed USAREC Form 1176 (Continued)

Appendix L

Water Safety

L-1. General

Water safety is an area usually covered under summer seasonal safety. Inattention to water safety precautions causes most watercraft and swimming accidents. Alcohol use is implicated as the number one killer of soldiers during water recreational activities. Proper selection, training, and behavior-based safety countermeasures for swimming, watercraft, and water sports in general will prevent many accidents. Since water safety programs are mainly directed at off-duty recreational times, it often becomes a family-oriented safety program. Commanders recognize the importance of family safety as well as safety of the soldiers and civilian workers on the job. Recreational boating, waterskiing, jetskiing, and swimming have often been plagued with hazards.

L-2. Responsibilities

- a. Rctg Bde, Rctg Bn, and Rctg Co commanders are responsible for developing and maintaining effective water safety programs as part of a comprehensive unit safety program.
- b. Ensure the risk management process is integrated in the planning process.
- c. All organizational activities that involve swimming, boating, and diving will address each activity in planning and the afteraction review process.

L-3. Requirements

- a. While riding in or on any watercraft on or off an installation, all soldiers will wear appropriate life preservers.
- b. All diving laws and regulations mandated by state and federal agencies will be complied with.
- c. Commanders are to ensure that at all unit-sponsored events a Red Cross certified life-guard is on duty and has the skills and equipment to administer a life saving response for water-related emergencies applicable to both children and adults alike.
- d. All soldiers assigned to USAREC that own watercraft will be given adequate time during duty hours to receive a watercraft safety training course at the commander's discretion.

L-4. Prohibited activities

- a. Drinking alcohol by soldiers is strictly prohibited at all times while operating watercraft or riding with an operator that has been consuming alcohol.
- b. Illegal drugs are strictly prohibited while involved in any watercraft operation.
- c. Commanders at summertime safety briefings will brief all applicable off limit areas and local, state, and federal laws on water safety.

Glossary

AAC

Accident Avoidance Class

AMV

Army motor vehicle

AVO

administrative vehicle operation

BJA

brigade judge advocate

CDSO

collateral duty safety officer

CG

Commanding General

CofS

Chief of Staff

CSM

Command Sergeant Major

DA

Department of the Army

DCG

deputy commanding general

FRB

fatality review board

FY

fiscal year

GOV

Government-owned vehicle

HQ USAREC

Headquarters, United States Army Recruiting Command

HRAP

Hometown Recruiter Assistance Program

HWP

hit while parked

ISA

installation support agreement

NCO

noncommissioned officer

POV

privately-owned vehicle

RAC

risk assessment code

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RS

recruiting station

S&OH

safety and occupational health

SASOHI

Standard Army Safety and Occupational Health Inspection

SIR

serious incident report

SOP

standing operating procedures

SSDD

safety stand-down day

USAREC

United States Army Recruiting Command

WMSD

work-related musculoskeletal disorder